Cut and Paste

This is document Homework4.1

1. Using the Cut and Paste functions, put the following words in numerical order (starting with Zero)

   Ten
   Seven
   Five
   Two
   One
   Nine
   Four
   Zero
   Eight
   Three
   Six
   Eleven
   Twelve

2. Copy the list above and paste it below.

3. Copy only the even numbers to a list below.

4. Copy only the odd numbers to a list below

5. When done, save the document to your hard disk same name.