



Student Practice 4.2

Objective: Cut and Copy text and paste to a different location within a document.

1. Put the following names in alphabetical order using the cut and paste feature

William
Barbara
Gina
Theresa
Mary Beth
Caroline
Fred
Philip
Thomas
Jonathon
Anne
Sarah

2. Copying Text Practice: Follow the prompts below to copy text.

Make a copy of this sentence and paste it below this sentence
Make a copy of this sentence and paste it as the last sentence
Make a copy of this sentence and paste it as the first sentence.

3. Copy this sentence. Paste it between the arrows. → ←
4. Copy the word **PRC** in this sentence and paste it between the arrows. → ←
5. Copy the words 'You are done' and paste it between the arrows. → ←