



### Student Practice 4.3

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

1. Using the Cut and Paste feature, put the following colors in alphabetical order

Red  
Blue  
Yellow  
Green  
Purple  
White  
Black  
Brown  
Grey  
Burgandy

2. Copy the list from above and insert below.

4. Remove the word *Green* and insert it between the arrows → ←

5. Remove the word *Blue* and insert it between the arrows → ←

6. Place the cursor between the arrows and press Paste. → ← .  
What text appeared?

7. Copy the word *Purple* and paste it between the arrows. → ←

8. When done, click on Save.