**File Cut/Copy and Paste Exercise**

Rev. 07/23/2014

**Copy and Paste -**

1. Open MS Word and type in “My name is Fred Flintstone”.
2. Save the file in the Document Library as *Fred.docx*.
3. In the Document Library create a new folder called *Flintstone*.
4. Copy *Fred.docx* into *Flintstone*:
	1. Right click on *Fred.docx*.
	2. (Left) click on Copy.
	3. Double (left) click on *Flintstone* to open it.
	4. Right click inside *Flintstone*.
	5. (Left) click on Paste.

**Cut and Paste –** do the same exercise but substitute Cut for Copy in step 4.b. Copy creates a second copy whereas Cut removes the first copy. This is the same as moving the file from one place to another. Note that click means left click and right click is always indicated.

**Delete Exercise -**

1. In *Flintstone*, right click on *Fred.docx*.
2. Click on Delete.
3. A pop-up query asks if you really want to move this file to the Recycle Bin – click Yes.
4. The Title Bar shows Libraries > Documents > *Flintstone*, click on Documents. This moves your focus up on level to Libraries > Documents.
5. Right click on *Flintstone*
6. Click on Delete.
7. A pop-up query asks if you really want to move this folder to the Recycle Bin – click Yes.
8. Double click the Recycle Bin to open it.
9. You can restore one or more items from the Recycle Bin by right clicking on it and choosing Restore.
10. Click Empty the Recycle Bin to permanently remove the contents.

**Windows 7 & 10 Search**

**Two searching locations:**

1. From the Start Button
	1. Click the Start button.
	2. Enter your search item in the “Search programs and files” field. Search will look for the item in the title and as text in the content.
	 Example: Enter the word *search* to see what it finds.
2. From Windows Explorer
	1. Click the Windows Explorer icon on the windows Task bar or locate it:

Start→All Programs→Accessories→Windows Explorer.

* 1. Locate the library, disk or folder you want to search.
	2. Enter your search item in the Search field to the right of the Address bar .

**Example:**

Your computer probably has a font called *Algerian* somewhere on the main disk drive, (C:) .

To find it:

1. Open Windows Explorer.
2. Locate the icon for the main disk drive, (C:) and click it.
3. Enter *Algerian* in the Search field—it may take a while to locate it (Algerian Regular).
4. Double click it to view what the font looks like.