**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. → ←