

Welcome to  
**Computers for ESL Students,**  
2nd Edition: **Windows XP Version**



## Lesson 9: Copying and Pasting

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# Lesson Objectives

## ■ Computer Objectives:

- ▲ Use Undo
- ▲ Use Copy and Paste
- ▲ Move from one open program to another

## ■ Language Objectives:

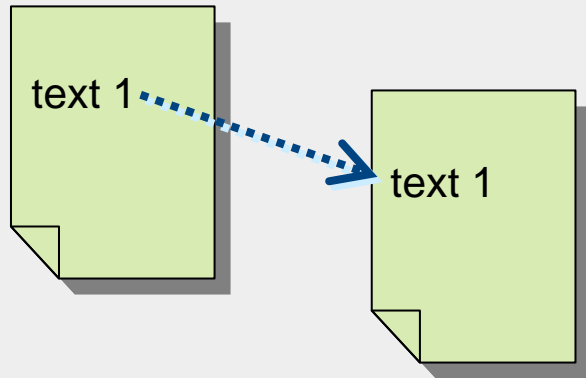
- ▲ Describe how to copy and paste
- ▲ Describe drag and drop and undo actions
- ▲ Talk about concepts introduced in this lesson

## Concept 9.1

# Copying and Pasting Within a Program

- Copy text you want to use again

▲ Instead of typing it again

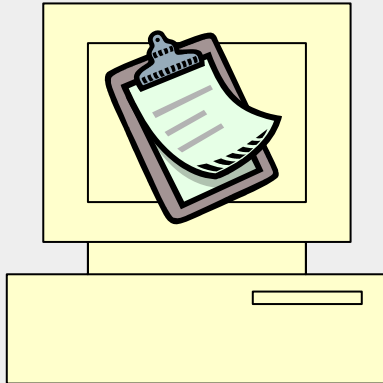


- When you copy something, it goes to the computer's memory (the Clipboard)

## Concept 9.1

# Copying and Pasting Within a Program

- The Clipboard keeps the copied text until you copy something else or close the program



## Concept 9.1

# Copying and Pasting Within a Program

- Select (highlight) what you want to copy

Melissa Jackson  
1223 Appian Way  
El Sobrante, CA 94803  
October 21, 2006

Dear Jake,

- Click the Copy button
- Click where you want to paste what you copied

Dear Jake,

Congratulations on your new job at the University. You worked very hard to get this position. Your boss will give you a raise soon if you do well.

I know that you will work hard to be a good employee. We look forward to seeing you at the family picnic in

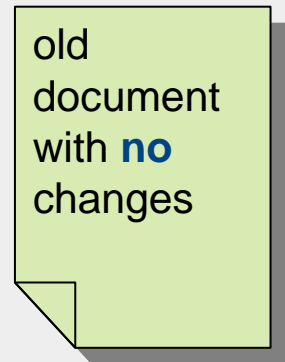
- Click the Paste button

I know that you will work hard to be a good employee. We look forward to seeing you at the family picnic in El Sobrante

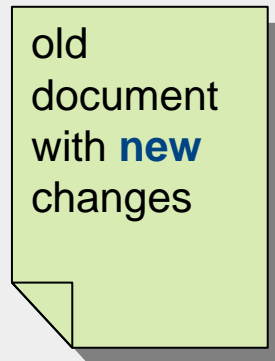
## Concept 9.2

# Saving a File with a New Name

- Make changes to a file and save the original file and the new file
  - ▲ Give the new file a new name



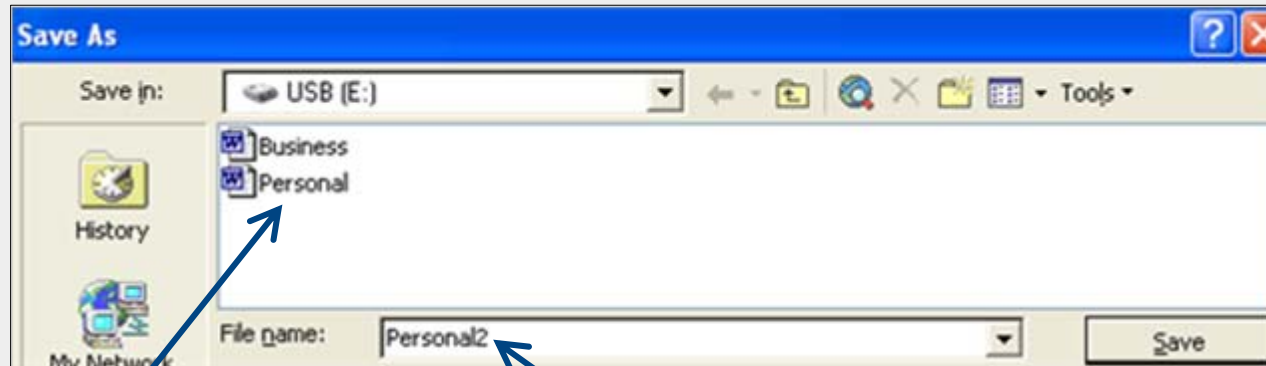
**MyDocument1**



**MyDocument2**

## Concept 9.2

# Saving a File with a New Name



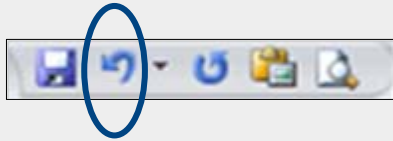
Original file

New name for original  
file with changes

## Concept 9.3

# Using Undo

- Use Undo to cancel the last thing you did
- Find the command on the Quick Access toolbar



- If you type something and then click the Undo button, the words or letters you just typed will go away

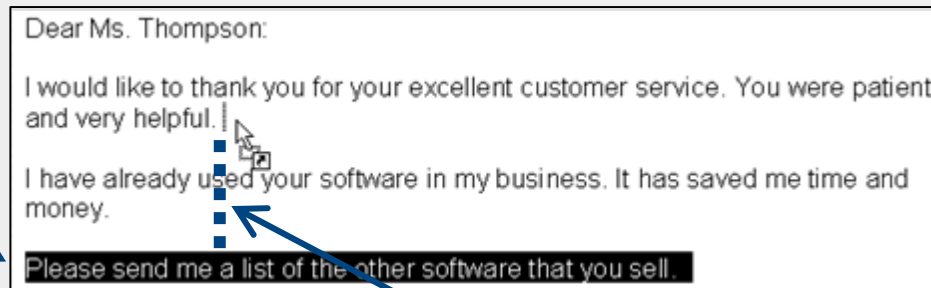


## Concept 9.4

# Moving Text in Word

- You can move text by highlighting it and dragging it to a new place

**Highlight the text  
you want to move**



**Drag to where you  
want the text to go**

I would like to thank you for your excellent customer service. You were patient and very helpful. Please send me a list of the other software that you sell.

**Result**

## Concept 9.5

# Using Right-Click to Copy and Paste

- Copy and paste using the right mouse button



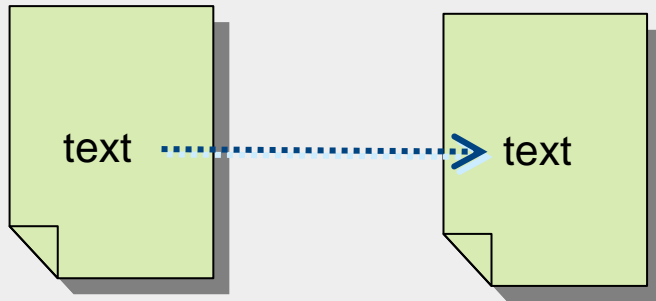
When you click the right mouse button, a shortcut menu appears



## Concept 9.6

# Copying from One Program to Another

- Just as you can copy information from one document to another . . .



- . . . you can copy information from one program to another



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