

7– Applications software

(Unit 14, task 3)

Anna: Ben, do you know how I can **move** this paragraph? I want to put it at the end of this **page**.

Ben: Er ... I think so. First, use the mouse to **select** the text you want to move. Then choose the *Cut* **command** from the Edit menu.

Anna: Like this?

Ben: Yes. The selected text disappears and goes onto the **Clipboard**. Now you find where you want the text to appear, and you **click** to **position** the insertion point there.

Anna: V m, OK. Is that right?

Ben: Yes, if that's where you want it. Next, choose *Paste* from the **Edit menu**, or hold down *CTRL* and **press** V. Finally, check that the text has appeared in the right place.

Anna: OK, I've done that now. Is that everything?

Ben: Yes, that's it. If you make a mistake, you can **choose** *Undo* from the Edit menu, which will **reverse** your last editing command.

Anna: Brilliant! Thanks a lot.

Ben: That's OK, it's my pleasure.