

May Community Center Computer Class

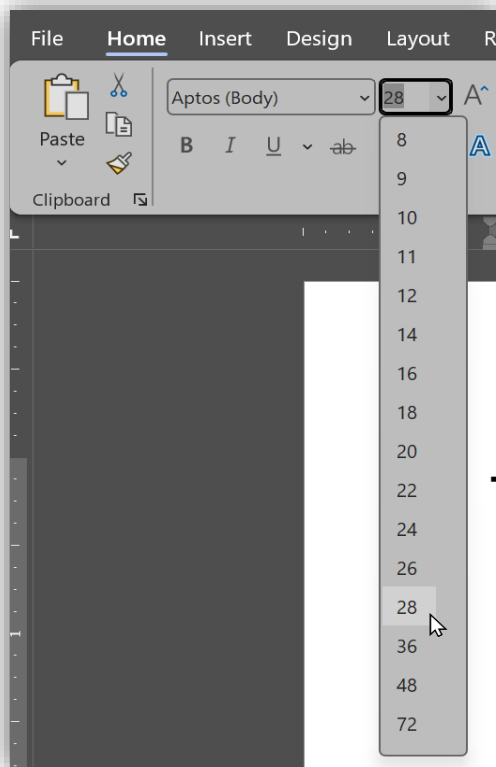
Mouse Pointer Practice — Select, Copy & Paste

The Goal

You are going to practice **watching the mouse pointer change**, selecting text, and copying and pasting text in Microsoft Word.

Part 1 — Type the Practice Text

1. Open **Microsoft Word**.
2. Start a **Blank document**.
3. Click on the font size drop-down near the top of the screen and select 28.



4. Type the sentence below exactly as shown:

Today I will learn something new.

5. Press **Enter** twice.
6. Type these three lines.

1. Insert Today:
2. Insert learn:
3. Insert something new:

Check your work: Your document should now look like this.

Today I will learn something new.

Insert Today:

Insert learn:

Insert something new:

*There may be line numbers. That's ok. Just leave them where they are.

Part 2 — Watch the Pointer 🧐

Before clicking anything, slowly move your mouse around the screen.

- Move it **outside the white page**. Notice the **arrow pointer**.
- Move it **onto the text**. Notice that it changes to the **I-beam**.
- Move it into the **left margin beside the text**. Watch for the **right-pointing selection arrow**.

Don't click yet. Just watch the pointer change.

Part 3 — Select, Copy & Paste

Now use the sentence at the top to complete the three lines below it.

1. TODAY

Use your mouse to highlight the word **Today** in the first sentence.

Press **Ctrl+C** to copy it.

Click after **Insert Today:**

Press **Ctrl+V** to paste it.

Your line should become:

1. Insert Today: Today

2. LEARN

Highlight **learn** in the first sentence.

Press **Ctrl+C**.

Click after **Insert Learn:**

Press **Ctrl+V**.

Your line should become:

2. Insert Learn: learn

3. SOMETHING NEW

This time, highlight **two words together: something new**.

Press **Ctrl+C**.

Click after **Insert something new:**

Press **Ctrl+V**.

Your line should become:

3. Insert something new: something new

Your screen should now look something like this:

Today I will learn something new.

Insert Today: Today

Insert learn: learn

Insert something new: something new

★ What You Just Practiced

Move → Watch → Point → Select → Copy → Position → Paste