Lesson 6: Cut, Copy & Paste

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| Handouts | Class Prep | Agenda |
| Day 6 Daily Agenda  * Cut, Copy, & Paste Handout * Microsoft & Internet Keyboard Shortcuts | Sign-In Sheet  * Handouts stapled * Microsoft Word Opened and Minimized | Day 5 Review |

**Objective:** To learn what the “Clipboard” is, and the difference between Cut, Copy, and Paste.

Intro (5 mins)

1. Welcome to Day 6 everyone – we’re practically halfway through this course!

2. Reminders and Objective

1. Reminders: Bathroom break, 10 second try it yourself, don’t hesitate from asking questions. \*\*Practice makes perfect!

Day 5 Review (5 mins)

1. File Explorer Navigation

2. Creating, Renaming, and Deleting Folders

3. “Save” vs. “Save As”

* **Save As**: Saving a file *for the first time*. Giving the file **a** **name** and **a location**.
* **Save:** Making changes to an *already existing document.*

Intro to Cut, Copy, and Paste (15 mins)

**Ask:** Has anyone ever made a copy of something, maybe a picture or newspaper article? Or have any of you cut something out of the magazine and then glued it somewhere else, maybe for scrapbooking or for a project?

**Say**: That is exactly what we are going to do today, but *without the scissors and the glue*. We’re going to learn how to do the same things but on the computer. And, On Microsoft Word, there are buttons that we can click on in order to do all the work for us.

**Ask**: First, can anyone tell me the difference between *copying something vs. cutting somethin*g on the computer? What does copy do? What does cut do?

* **Copy:** Creates a duplicate, which is then saved on the computer’s clipboard.
* **Cut:** Removes the item you’ve selected and cut, and saves it on the computer’s clipboard.
* **Clipboard:** The clipboard has short term memory; it remembers only the item that it last copied or cut.

*\*\*(Show the location of Cut, Copy, and Paste on Microsoft Word)*

*Guided Practice: Cut and Paste (10 mins)*

**Say:** First, we’re going to learn how to CUT and Paste. Remember, when we cut something, it is just like real life: We will be removing it from its original location, and pasting it somewhere else.

To do so on the computer, we’ll follow these steps:

1. Open up Microsoft Word

2. Type up “San Francisco”

3. Select the text you want to CUT, let’s do the “Francisco” portion.

4. Click on the “Cut” icon on the Home tab. (Notice the text was removed, and is now saved on your clipboard) *\*\*Remember: If you forget the function of any buttons, you can hover your cursor over that button, and a short description of its function will appear.*

5. Now, press “Enter” on the keyboard to create a new line

6. Press “Paste”. There it is!

**Say**: Now, if I want to COPY “Francisco” I would select “Francisco”, click “Copy” instead, then place my Action Bar wherever I want to paste it, then press “Paste”.

**Ask:** What happens if you click on the “Paste” icon again? Try it out. How about if you click on it 10 times? *(Show class)*

**CLASSROOM COMFORT: Alright! How’s everyone feeling? Any questions before we move on?**

*Guided Practice: Cut, Copy, and Paste Activity (10 mins)*

Resources folder🡪 Basic Computer Skills Activities🡪 “Cut, Copy, and Paste Worksheet”

*Do the first two together for each section. Remind students the steps:*

1. **Select the text** you want to copy

2. Click on the “Cut” icon under the Home tab.

3. Place the “Action Bar” where you want to paste.

4. Click on the “Paste” icon (the Clipboard) under the Home tab.

*\*\*Optional: Depending on level of students, introduce other form(s) of cut, copy, and paste:*

1. Drag and drop

2. Right clicking to cut/copy/paste

3. Keyboard shortcuts

*Guided Practice: Copy, and Paste Fruit Activity (20 mins)*

* Resources folder 🡪 Basic Computer Skills Activities 🡪 Fruit Copy & Paste Exercise 🡪 Bananas, Limes and Mangos

**Say**: You own a grocery store and you want to entice your customers to buy your bananas, limes and mangos. So you are thinking about putting up signs of some fun facts about the fruit.

* **Task:** *Create and save* a sign for each fruit with its fun facts and a photo using *copy and paste* computer skills.

**Ask**: Can anyone tell me what my first step should be? What should I do next?

1. Copy and Paste the Banana’s paragraph:

1. Select the “Bananas” paragraph.
2. Click the **copy** icon.
3. Open a new Blank Document
4. Click the **paste** icon.

2. Save the Document!

1. Click “File”.
2. Click “Save As”.
3. **Name**: Banana’s, **Location**: Desktop
4. Click “Save”

3. Copy and Paste the Banana Photo:

* Resources folder 🡪 Basic Computer Skills Activities 🡪 Fruit Copy & Paste Exercise 🡪 banana (jpeg)

1. Right-click on photo.
   * Since we are no longer on MS Word, there is no copy/cut button. So we have to right-click on the file.
2. Click on **copy**
3. Open the “Bananas” document
4. Place the Action Bar below the paragraph and where you want to paste the photo.
5. Click the **paste** icon.

*\*\*OPTIONAL: Continue with Limes and Mangos*

**CLASSROOM COMFORT: Alright! How’s everyone feeling? Any questions before we move on?**

**Say**: I know we did a lot today. You all did a great job, though!

**Conclusion and Preview**

TWO THINGS TO REMEMBER:

1. Practice, practice, practice!!

2. Come in for tutoring or our drop in lab hours. This is difficult to master after only one hour of practice. It is very important to practice outside of class if you want to improve and attend the ICS workshops!

* + For next class: How to Navigate the Internet!