

RHP Computer Applications Class




1-5 The Clipboard – Cut, Copy & Paste Name _____



The Windows Clipboard is used for placing information from one application into another application, or to move information within a single application.

The Clipboard can hold one piece of data at a time. You place data on the clipboard by using the cut or copy command. If you cut, you remove the selected information and place it on the clipboard. If you copy, you place a copy of the selected information on the clipboard, but leave the original. To insert the information on the clipboard into an application, use the Paste command.

You can Cut, Copy or Paste three different ways (see the table below).

	Cut	Copy	Paste
Keyboard	Ctrl-X	Ctrl-C	Ctrl-V
Menu	Edit Menu	Edit Menu	Edit Menu
Toolbar Icon			

1. Open up the following three programs: Notepad (found in accessories), Wordpad (found in accessories) and Calculator (found in accessories). If you cannot find a program, use the Find program to look for it. After starting each application, minimize it (sends it to the taskbar).
2. Open up the Help Program (Start button, then Help, and under the Index tab, search on 'Cutting and Pasting', followed by 'Moving information between documents'. Select the text from the help menu that is displayed, and copy it to the clipboard (Ctrl-C). Minimize the Help menu.
3. Call up WordPad and paste the text in a Wordpad document.
4. Multiply the following numbers together in the calculator: 4,550,000, 6,887 and 4,559.678. Copy the answer to the clipboard.
5. Go back to WordPad and paste the object in answer your document (under your text).
6. Click on the following link to open Internet Explorer and go [to this web page](#). Copy the text displayed on the web page and paste it into your wordpad document
7. Save your Wordpad document as **Cut and Paste** in your System folder.
8. Email me your document by using the Attachment feature In the subject of your email, type **Compapp 1-5 LastName**. *If you don't remember how to send an attachment, see assignment 1-1.*

Windows Tip: When switching from one program to another in Windows, use the **Alt-Tab** key (hold down **Alt** and hit the **Tab** key). This is the quick way to switch between programs (anytime you can do something on the keyboard vs. the mouse will save you time!)