

UNIT 3: WORD PROCESSING

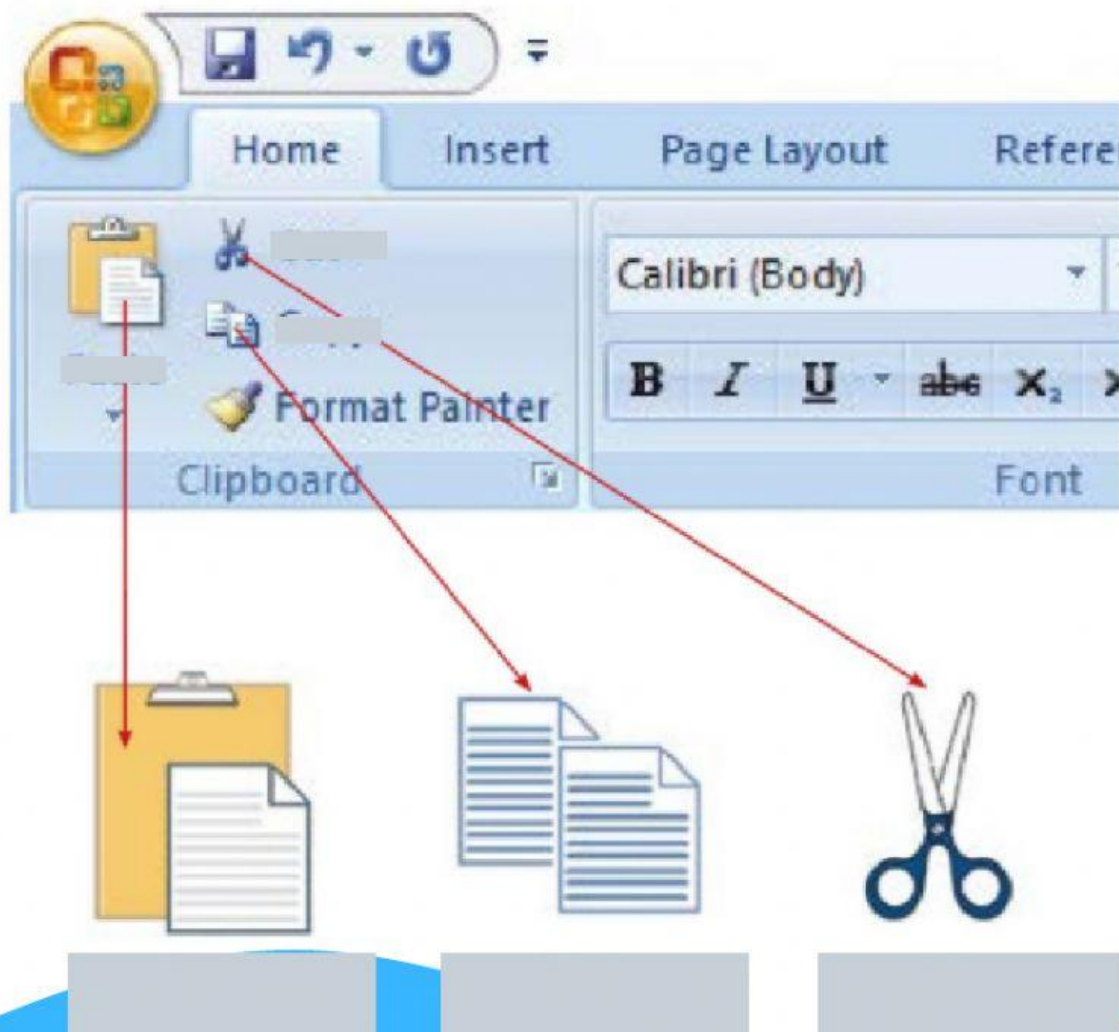
EDITING TEXT USING CUT, COPY & PASTE



Yr Level:	Subject: ICT	Unit:	
Name :		Date:	

1. Label the tools.

Editing text using Cut, Copy and Paste



UNIT 3: WORD PROCESSING

EDITING TEXT USING CUT, COPY & PASTE

2. Match the icon to its function.



cut a selected text



copies a selected text



paste a selected text

3. Write the name of each editing text tool three times.

Cut

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Copy

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Paste

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