


If I press  **once**, which letter will be erased?

INTERNET

- R • N • ER • NE

If I press  **TWICE**, which letter will be erased?

INTERNET

- R • N • ER • NE

The forest is the town of trees.

The fastest way to select a word is.....

- A. Double-click on it C. Right-click on it
B. Click on it D. Delete it

The Forest (1)



The Forest (2)

How to change from (1) to (2)?

A.

B

B.

11



C.

I

D.

U



The Cat and the Dog

To erase the selected words, we can use OR
(Choose 2 options)

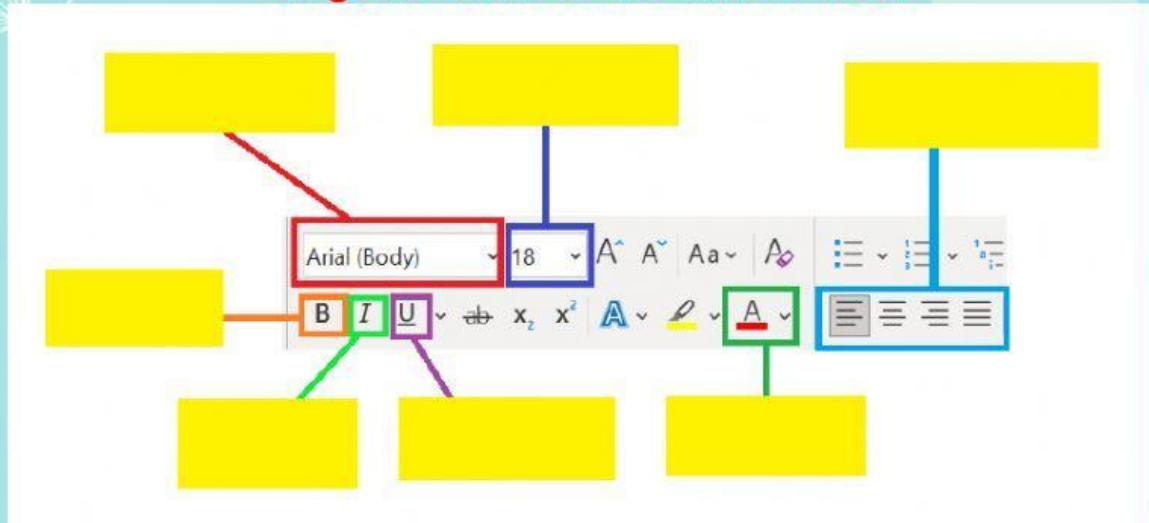
Enter

Delete

Shift

Backspace

Drag the name to the correct icon



Underline

Font size

Bold

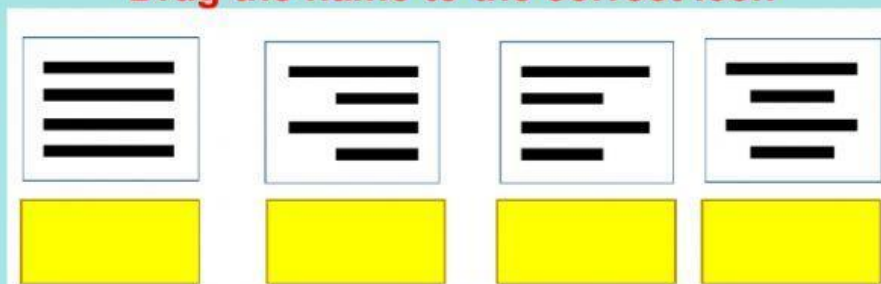
Italic

Alignment

Font

Font
color

Drag the name to the correct icon



Align
Left

Align
Right

Center

Justify

The fastest way to select a text is

I am Sam.

- A. Right-click
- B. Double-click
- C. Click
- D. Enter



What kind of alignment of the selected text is it?



Align
Left

Align
Right

Center

Justify

Select the name of each icon



Drag and drop the steps to the right order to DUPLICATE a text

Move the cursor to the place
that you want to put the text

Click PASTE



button

Click COPY



button

Select text

Step 1:

Step 2:

Step 3:

Step 4:



Drag and drop the steps to the right order to
MOVE a text

Click PASTE  button

Move the cursor to the place
that you want to put the text

Select text

Click CUT  button

Step 1:

Step 2:

Step 3:

Step 4:

Click “Finish”

