Name: _____ Grade: _____

PowerPoint Textboxes

1. What is an insertion point?

_____

2. Erase text to the left of the cursor, press _____. Erase text to the right of the cursor, press _____.

3. When text is selected _____.

4. **True** or **False?** Cut does the same as Copy, no difference. _____

5. **True** or **False?** Whatever you Cut or Copy cannot be Pasted. _____

6. To Drag and Drop text in a new location, you first had to _____.

7. 

← This button _____.

8. When your mouse arrow looks like this → ✛ . . . you can now

_____.

9. You have clicked a textbox and now you want to remove it. Where do you place your mouse arrow on the textbox to accomplish this? _____

LIVEWORKSHEETS