

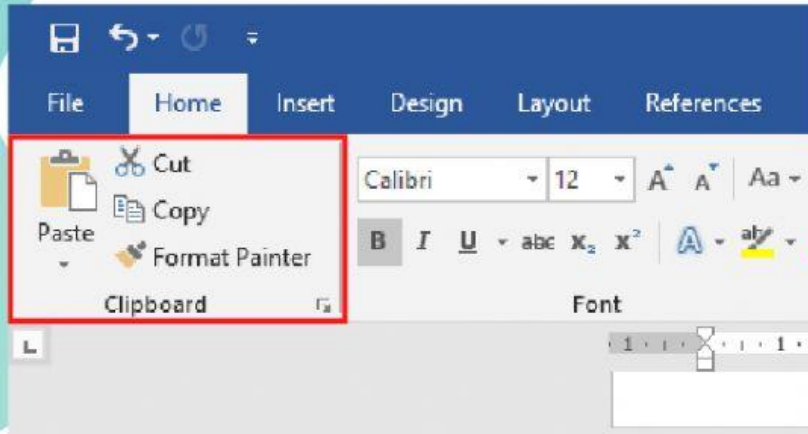
UNIT 7: WORD PROCESSING

CUT, COPY AND PASTE



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

You can find the cut, copy, paste tools under the **Home tab**.



Fill in the blanks.

1. The tool is used to cut selected text.
2. The tool is used to copy selected text.
3. The tool is used to paste cut or copied text.
4. The keyboard shortcut for cut is
5. The keyboard shortcut for copy is
6. The keyboard shortcut for paste is