

# UNIT 3: WORD PROCESSING

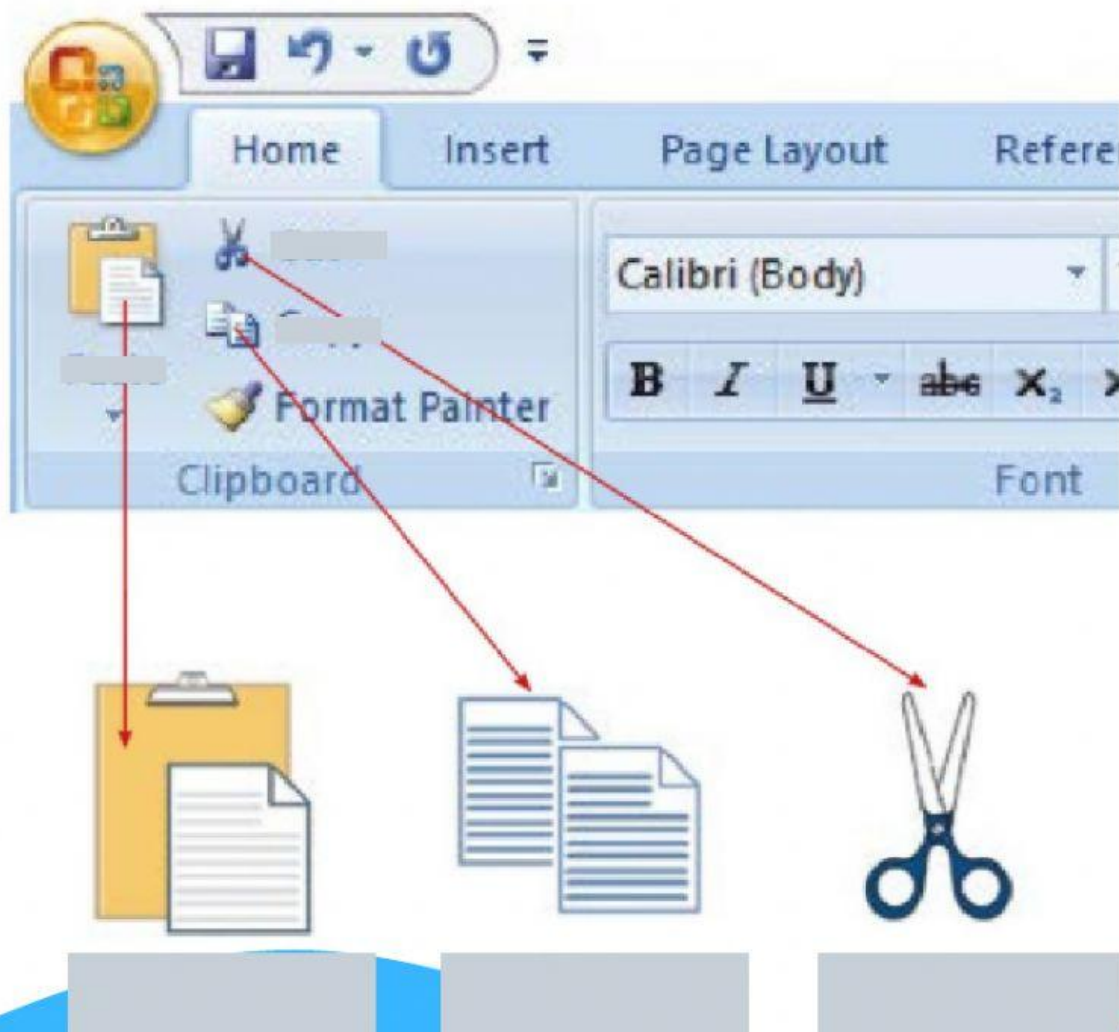
## EDITING TEXT USING CUT, COPY & PASTE



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

### 1. Label the tools.

Editing text using Cut, Copy and Paste



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## 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**

.....

.....

.....

**Paste**

.....

.....

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