

**Mac** Control & mouse Right click to Copy --- Paste Command V

Use the 4<sup>th</sup> Key from the top left **F3** to jump between a web page and the paper you are presently working on.

1) **To change the background of your word document**

- i. **Mac** Document Elements – First Header the third one over – **CONTRAST**.
- ii. Change the color of the page **Mac**: Layout – Color Pail in the middle– Look for the small down arrow -Fill Effects - Texture.

### **Using a Mac Laptop no mouse**

2) **TO COPY A PICTURE OR JUST AN AREA OF THE SCREEN**

3) To Copy use the **Shift - Control – Command keys and #4**. Highlight and copy the picture and place it in the center of the paper.

4) **Command v** TO PASTE

5) **TO COPY THE WHOLE SCREEN**

- i. **(SHIFT – CONTROL- COMMAND-#3)**
- ii. **Command v** TO PASTE