

Lesson 1A

Copy and Pasting Word

In this lesson you will learn how to copy from a web page and center then print out the document. You will also learn how to save this in a folder for Word.

Directions

1. Open up Microsoft Word
2. Click on Page Layout Tab and then Page Setup using the small arrow to the right.
3. Adjust all margins to .9
4. Go to www.gigglepoetry.com
 - a. Click on the blue ribbon that is shown below.
 - b. Find a poem that you wish to copy.
 - i. You do not need to copy the picture or anything else but the poem
 - ii. Place the cursor at the top of the poem and while holding the left button down on your mouse or if a Mac the mouse itself.

COPY THE WORDING

- iii. Windows --- Click Ctrl C to copy.
- iv. Mac --- Click Command C to copy.

PASTING THE WORDING

- c. Hit your enter key 4 times
 - i. Windows --- Click Ctrl V to paste.
 - ii. Mac --- Click Command V to paste.
- d. Place your cursor at the top of the page and type in your full name and grade in the left corner.
- e. Print out and turn in for a grade.

