

3. CUT, COPY, PASTE - Mouse actions

Month: July

I. DICTATION WORDS:

1. Notepad
2. Selecting
3. Duplicate
4. Application
5. Digital
6. Double-click
7. Right-click
8. Left-click
9. Undo
10. Cut, copy, Paste.

F. VERY SHORT ANSWER QUESTIONS:

1. What is the name of "reversing the last action" in a text document?

Ans: Undo is the name of "reversing the last action" in a text document.

2. What is the first step to copy a sentence in a text document?

Ans: Select (highlight) the sentence is the first step to copy a sentence in a text document.

3. What is notepad used for?

Ans: Notepad is an application used to type and save text.

4. Which is used to create a duplicate of the selected text?

Ans: Copy-paste is used to create a duplicate of the selected text.

5. Which command is used to move the selected text to another place without duplicating?

Ans: Cut-paste is used to move the selected text to another place without duplicating the text.

Refer textbook for book back exercises and worksheets given.

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