

1. Type the text below:

My name is Dara.  
I live in Cambodia.  
I speak Khmer.

2. Put your cursor at the start of the first line of text. Highlight the text using Shift + End keys.

3. Put your cursor at the end of the second line of text. Highlight the text using Shift + Home keys.

4. Using your Shift + arrow keys, highlight speak.

5. Highlight all the three sentences.

- first put your cursor at the start of the first line of text
- hold down your Shift key
- using your down arrow key, move down the lines of text
- press the End key on the last line

6. Deselect text by pressing any arrow key.

7. Position your cursor at the start of the third line of text. Press End. Then press Enter three times to create three lines of space.

8. Then Type:

I have a big family.  
I have five sisters.  
I love my family.

9. Move the first paragraph to three lines of space below the second paragraph.

10. Move 'My name is Dara.' to above 'I have a big family.'.

11. Copy 'I have five sisters.' and paste it before 'I love my family.'. Change sisters to brothers.

12. Remove all the space lines.