

## Teaching Notes

These teaching notes were originally developed for computer classes at Durbar High School in Kathmandu, Nepal, using Windows 95 and Office 95. Since then they have been rewritten for Office 97 and extended. Lesson plans have also been developed for some topics to help Cambodian teachers prepare their lessons.

We wrote the notes for our own use so that we have a clear picture of what we will be teaching. They are not really students' notes, though we do encourage students to read them on the computer *after* lessons and to practise the exercises again.

We offer them freely for use by non-profit organisations in the spirit of co-operation. The copyright notice must be left intact on all the pages and modified versions of the documents must not be redistributed.

We realise that they are not perfect, so if you find any mistakes or think certain sections could be clearer then we would appreciate your feedback via e-mail to [andy\\_price@hotmail.com](mailto:andy_price@hotmail.com)

Happy teaching!

Andy & Ming  
9th October 2002

## Notes (5b) – Cut & Paste Using the Mouse

### **Cut and paste in Notepad using the mouse - one window or more**

One advantage a computer has over a typewriter is that you can make changes until you are satisfied. For example, suppose you want to move an item on your computer list to a different position. You could delete it from the original place and retype it elsewhere, but it's easier to use "cut and paste". You can use the mouse or the keys. Here, we will learn how to use the mouse.

(Note: You must have already practise Notes 5a – highlighting text before doing this lesson)

- *Open Notepad and write this list:*

Monitor  
Excel  
Keyboard  
Hard Drive  
Paint

- *Next we want to **move** the word Excel to the end of the list. To do this:*  
Highlight the word Excel.

Now move the cursor to the menu bar and click on **Edit**. Then click on **Cut** on the drop down menu. The highlighted word will disappear from the screen.

Now position the cursor where you want the word to be moved to, in this case at the end of the list (you may have to press enter to give a line break)

Click on **Edit** on the menu bar and click on **Paste** on the drop down menu. The word Excel will reappear at the cursor position.

- *Your text should now look like this:*

Monitor  
Keyboard  
Hard Drive  
Paint  
Excel

- Repeat the above on the word Paint, but instead of clicking Edit and Cut, click Edit and **Copy** after highlighting the word. What difference does this make? This way we are not moving the word, but we make a copy of it instead.
- *Your text should now look like this:*

Monitor  
Keyboard  
Hard Drive  
Paint  
Excel  
Paint

- Leave the existing Notepad open and open another Notepad from the Start menu. Tile them vertically (Right click on the task bar and select 'Tile Windows Vertically'). In the *new* Notepad, write the words:

Hardware:

Software:

- Instead of re-typing, copy the hardware and software words over from the *old* Notepad. Note that you click the Edit menu of the window you want to copy from first (in this case the *old* Notepad), click on the other window to make it active, then click the Edit menu of the window into which you wish to paste (in the *new* Notepad).
- You not only can copy across word by word, but you can also copy a selection of words by highlighting all the words you want.
- *Your text should now look like this on the new Notepad:*

Hardware:  
Monitor  
Keyboard  
Hard Drive

Software:  
Paint  
Excel

- At the end of the software list, leave a couple of lines and key in:  
'The brain of the computer is called the CPU.'  
How would you highlight this line? Position your cursor at the start of the line, hold down Shift, then position the cursor at end of line and click.
- Now key in another line:  
'There is a fan sitting above it to keep it cool.'
- Try highlighting both lines and move them to the *old* Notepad.

**Practice:** Draw a 'Heart' with both halves identical. First draw the left hand curve. Click on the Select tool (dotted rectangle) and draw a dotted rectangle round the curve – the right hand edge of the rectangle should form the centre line down the heart and should just touch the ends of the curve. Then click Edit, Copy and Paste. A second copy of the curve will be pasted into the top left hand corner. While it is still active, click Image, Flip/Rotate and a dialogue box appears. Make sure the flip horizontally button is selected and click okay. The copied curve will now be a mirror image of the original and can be dragged into position to complete the heart. Make sure that the two lines butt up accurately or else the fill colour will "spill" onto the background. Fill it with a pink colour and write "I Love You" in Lucida Calligraphy font.