

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.

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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

Happy teaching!

Andy & Ming
9th October 2002

Notes (5c) – Cut & Paste Using Keys

Cut and paste in Notepad using the keys - 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 keys.

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

- *Open Notepad and type 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.

Press **Ctrl + x** to *cut*. 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)

Press **Ctrl + v** to *paste*. 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 pressing Ctrl + x, press **Ctrl + c** to *copy* after highlighting the word. What difference does this make? This way we are not moving the word, but making 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. First highlight the text you want to copy. Note that you have to press Ctrl + c in the window you want to copy from first (in this case the *old* Notepad), Alt + Tab to switch to the other window, then position your cursor where you wish to paste (in the *new* Notepad) and Ctrl + v to paste the text.
- You not only can copy across word by word, but you can also copy several 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 using the Home key, hold down Shift, then press the End key.
- Now key in another line:
'There is a fan sitting above it to keep it cool.'
- Try highlighting both lines and move them (Ctrl + x, then Ctrl + v) to the *old* Notepad.