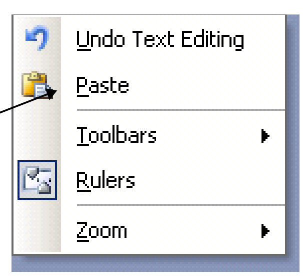
Copy and Paste

From the internet…

1. Open the internet and find the words or pictures that you want to copy. The process is basically the same for both. Open the document you are putting the words or pictures in too. (For example: Word, Publisher)
2. For pictures—Right click on the picture. A menu will come up. Click on copy.

3. Now go back to your word or publisher document. Click on the bar at the bottom on the screen to switch, you don't need to close them.
4. Right click on the page you want to put your work on. Choose paste and the picture should be there.



5. For writing. First highlight the words you want (it can be a whole document), then do the right click, copy and paste.

Class List	Self Assessment