Molokai Computer Club Tuesday 3 PM October 25th 2011

Special program on **cut and paste**.
From simple .... to extremely complex
Wow!   How is that done!
I never thought any of that could be done!

On documents
From web.
From anything to anything.
New Handout will explain.

Select with mouse, then,
Copy = Ctrl + C
Paste = Ctrl + V

Select All = Ctrl + A
Cut = Ctrl + X
Sometimes a right-click will give you some of the above actions

Select by;
Swipe mouse,
Also modified by shift-click
Ctrl-click
Alt-click
Also see handout for
Files and Folders workshop

Some web pages restrict mouse right-click

http://www.displays2go.com/

Learn how to paste into
Notepad,
Paint,
Word or Writer or Wordpad

I make shortcuts to them so I can get to them easily.

Try Print preview and not shrink to fit 60% ...

PrtScrn can be different on each Computer – Try:
Fn   Alt
Shift   Ctrl