Copy and Paste Activity

Text: To copy and paste text from a document or webpage.

1. Highlight the text you want to copy.

2. Press and hold your Command key  and press the “C”.

3. Place your cursor where you want to put the text.

4. Press and hold your Command key  and press the “V” key. Complete the table below to using these methods.

|  |  |  |
| --- | --- | --- |
| Blue | Green | Red |

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

Pictures: To copy and paste pictures from a document or webpage,

1. Select the picture you want to copy.

2. Press and hold your Command key  and press the “C”.

3. Place your cursor where you want to put the picture.

4. Press and hold your Command key  and press the “V” key.

Complete the table below to using these methods.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Bird |  |  | Fish |
|  | Dog |  |  | Horse |