**ACTIVITY** – CUT, COPY, AND PASTE

Instructions:

1. SELECT or Highlight the following text:

**THE OLD STREET-LAMP.**

*By Hans Christian Andersen*

1. **2:** It is not so very amusing, but one may very well hear it once. **3:** It was such a decent old streetlamp, that had done its duty for many, many years, but now it was to be condemned. **4:** It was the last evening,—it sat there on the post and lighted the street; and it was in just such a humor as an old figurante in a ballet, who dances for the last evening, and knows that she is to be put on the shelf to-morrow. **1:** Have you heard the story about the old street lamp? **5:** The lamp had such a fear of the coming day, for it knew that it should then be carried to the town-hall for the first time, and examined by the authorities of the city, who should decide if it could be used or not. **3:** It was such a decent old streetlamp, that had done its duty for many, many years, but now it was to be condemned. **6:** It would then be determined whether it should be sent out to one of the suburbs, or in to the country to a manufactory; perhaps it would be sent direct to the ironfounder’s and he re-cast; in that case it could certainly be all sorts of things: but it pained it not to know whether it would then retain the remembrance of its having been a street-lamp. **2:** It is not so very amusing, but one may very well hear it once.
2. COPY the selected text. *There are 3 ways with which you can do this:*
	1. RIGHT CLICK anywhere on the selected text and click on COPY from the menu.
	2. LEFT CLICK on the COPY icon in the Tool Bar.
	3. Press CTRL + C.
3. Open a NEW BLANK DOCUMENT.
4. PASTE the text into the new blank document. *There are 3 ways with which you can do this:*
	1. RIGHT CLICK on the blank page and click on PASTE from the menu.
	2. LEFT CLICK on the PASTE icon in the Tool Bar.
	3. Press CTRL + V.
5. Now try to arrange the sentences from 1-6. Use any method to CUT, COPY, or PASTE the sentences so they are in order. Delete any duplicate sentences.