



Word Processing Bellwork

1. **Copy, Cut:** Copy: To duplicate text, data, files, or disks enabling you to have two or more copies of the same file or segments of data. Cut: To remove an item from the current location and move it temporarily the clipboard and then having the capability of pasting that item somewhere else.

2. **Word Wrap:** Text automatically moves to the next line when it reaches the right margin.

3. **Paste:** This action allows the user to take copied or cut text from the clipboard and place it into another location.

4. **Drag/Highlight:** Click and hold the mouse button then drag it over a portion of text to select it.

5. **Drag & Drop:** Drag the mouse to move or copy selected text to a new location.

6. **Clipboard:** The location in a computer Operating System such as Microsoft Windows that stores information that has been cut or copied from a document or other location.

7. **Font:** The general shape and style of a set of characters.

8. **Taskbar:** A bar along the bottom of the screen that displays the Start button and buttons for all programs and documents currently open.

9. **Scroll:** To move through the contents of a window or menu vertically or horizontally.

10. **I-beam Cursor:** When positioned on text, the mouse pointer becomes an I-shaped pointer.
