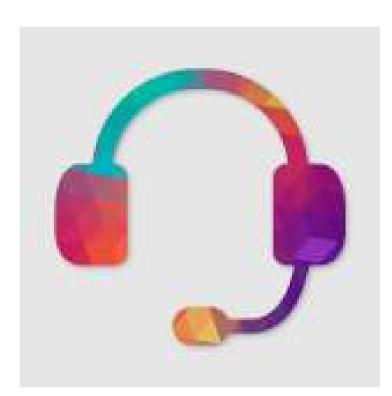
Listening



You Must Know BASIC SOFTWARE

Listen to a conversation about how to copy and paste paragraph and complete the dialogue.

Anna: Ben, do you know how I can movat the end of this page.	ve this paragraph? I want to put it
Ben: Er I think so. (1) text you want to move. (2) from the Edit menu.	, use the mouse to select the choose the Cut command
Anna: (3)?	
Ben: Yes. The selected text disappears (4) you find where you click to position the insertion point	you want the text to appear and
Anna: Mm, OK. Is that (5)	?
Ben: Yes, that's it. If you make a mistak Edit menu, which will reverse your last	
Anna: Brilliant! Thanks a lot.	
Ben: That's OK, it's my pleasure.	