**Word Processing**

**Class Five**

**Lab 15**

## Open an existing Word document. If you want, you can use this [example](https://media.gcflearnfree.org/ctassets/topics/174/Word2010_TextBasics_Practice.docx).

## Select a sentence.

## Copy and paste the sentence from one location in the document to another.

## Select another sentence.

## Cut and paste the sentence to another location in the document.