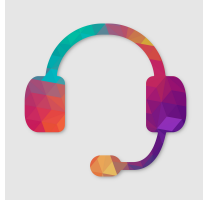# Listening

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 move this paragraph? I want to put it at the end of this page.

Ben: Er... I think so. (1) _____, use the mouse to select the text you want to move. (2) _____ choose the Cut command from the Edit menu.

Anna: (3) _____?

Ben: Yes. The selected text disappears and goes on to the clipboard. (4) _____ you find where you want the text to appear and you click to position the insertion point there.

Anna: Mm, OK. Is that (5) _____?

Ben: Yes, that's it. If you make a mistake, you can choose Undo from the Edit menu, which will reverse your last editing command.

Anna: Brilliant! Thanks a lot.

Ben: That's OK, it's my pleasure.