

## Fresh Start - Copy & Paste

In this session we are going to be looking at copying and pasting information. This includes selecting text or documents and transferring them from one place to another.

## Copy & Paste

1 Copying and pasting can be done in various places throughout using a computer, smartphone or tablet computer.

Typically, copying and pasting is taught alongside cutting but we aren't going to look at cutting information or images in this session.



Knowledge check – What's the difference between cutting and copying?

Firstly, to copy and paste anything you need to select what you intend to copy. This is the same whether you are looking at selecting text or an image.



We are going to look at copying and pasting text but the process is the same for images too. In the example below, we are going to look at copying and pasting information from a CV into an online job application form.





When filling in job application forms, Warehouse Assistant you may be asked to provide information which you already have Please fill in the below application form for the role of Warehouse Assistant typed into a CV. This can be a barrier for some but copying and Please provide your full name \* pasting the information from the CV to the online form can save having Please tell us a little about yourself. This is a chance to inform to retype everything. us what kind of employee you would be. To the right is a mock job application Select below which of the shift patterns you are applying for. form that is asking for a professional Selecting more than one increases your chance of us being able to find you a role. profile. This is something often 6am - 2pm included in a CV so we can copy it 2pm - 10pm from there directly into this online 10pm - 6am form. 5 You'll need to have both your CV (or whatever text/ it is you are trying to This is your chance to sell who you are as an employee. If you had to describe what you offer to a company based on your experience, skills, qualification and knowledge – how would you describe it? copy) open as well as the online As a young and passionate member of an award-winning catering, hospitality and community team, I am keen to explore different countries, cultures and experiences and look to challenge myself in new environments. With over 5 years' experience in a fast-paced and challenging sector, I want to continue my personal development by learning new skills, techniques and continue my work helping those in love-income communities better manage their money. My experience has led to me ensuring I am well presented at all times, a confident communication both online and off line, responsible, reliable and as variation and fast learner. I am at ease working both independently and as part of a team and am confident working under both time and form or location you are wanting to copy the information in to open too. For those using a laptop, you need to left-click just before the text you are wanting to copy and then, whilst holding the left click down, drag the mouse until you reach the end of the text you are wanting to copy. The text should all be highlighted. For those using a tablet computer or Thank you for contacting Bob LeVitus Consulting. We offer assistance for Macintosh users a smart phone, you need to hold via phone, email, iChat, or our unique Internet enabled remote control software, which allows us to see what's happening on your Mac and fix the problem while you watch i your finger down near the text you are wanting to copy until a box like We can almost certainly help you. We charge \$30 per quarter hour-- (billed in 15 minute increments (i.e. \$30 for a 15 minute consultation, \$60 for a 30 minute consultation and s the one on the right appears. You can drag and drop the blue sticks at the end of the paragraph to encompass the text you want to copy. 7 Those using a tablet computer or a This is your chance to sell who you are as an employee. If you had to describe what you offer to a smartphone, now need to select the

A Font...
Paragraph...

Smart Lookup

The Property of Starting Point Community Lear



copy option. Those using a laptop, need to right click on the text they've highlighted and select the copy option from the menu.

You have now managed to copy the text and attached it to a virtual clipboard, saved on the device you are using.

8 You now need to go to the place that you wish to paste the text/image in to.

For those using laptops, you would right click in the space you wish to paste the text/image and select paste from the menu that appears.

For those using a tablet computer or a smartphone, you need to press and hold down with one finger in the spae you wish to paste the text/image and select paste.



9 Copying and pasting gets easier the more of it you do.

Using the below form, have a go at copying and pasting text into it.

https://goo.gl/forms/7W1km4ZelSBr Fpes1



