**Tutorial F1 Using Cut, Copy & Paste (7 points)**

1. How many options do you have when cutting information?

1. What are the options for cutting text?

1. Please circle the cut tool below:



Please circle the paste tool below:

1. Please circle the copy tool below:

2. All these options are available as well be using the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ click.



Shortcut for paste!

Shortcut for copy!