

Tender Heart High School, Sec-33, Chd.

Class- IV

Subject- Computers

Date- 15.07.24

Ch- 3 "Tools of word Processor"

Teacher- Rupinder Kaur

Good Morning Students,

Students, This lesson is for class-4 for the subject of computers, Topic - 'Inserting the text' which is covered in chapter-3

- All the students, May now please open page no - 27 in front of them.
 - I hope all ^{the} students are ready for today's lesson. So let us start with the topic.
- Inserting the text :- Students, If you want to add new text to an already typed document then follow the given steps and figure - 3.7 present on page no - 27 in the book. Steps are:-
1. Place the cursor, where you want to add the text and start typing.
 2. The existing text present after the cursor will

start shifting to the right side. Like this new text will be added to the pre-typed document.

→ Moving the text:- Students, Moving means to change the position of the text from one place to another. There are different ways for moving the text.

Method 1:- (1) Select the text

(2) Click on cut button on the Home tab.

(3) Place the pointer to the desired location.

(4) Click on paste button on the Home tab.

OR

Method 2:- In this, we use shortcut keys from the keyboard.

(1) Select the text.

(2) Press $\text{ctrl} + \text{x}$ (for cut)

(3) Press $\text{ctrl} + \text{v}$ (for paste)

OR

Method 3:- (1) Right click on the selected text.

(2) choose cut option from the Context menu.

(3) Place the pointer, where you want your desired text.

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(4) Right click and select paste option.

* children, all of you May now take 3 minutes break; During break time, All of you will give answers for some questions; And the questions are:-

Q:-1. write shortcut key for cut the text.

Q:-2. write shortcut key for paste the text.

* let
me give you answers first.

Ans:-1 Ctl + X

Ans:-2 Ctl + V

* let us continue with the next topic-

→ Copying and pasting the text :- Students, copying means make duplicate copies of the original text, without changing the position of the

original text. For this also, we use different methods. These are:-

Method 1:- (1) Select the text. (2) Choose copy option (3) choose paste option after selecting the desired location.

Method 2:- (1) Select the text. (2) Press $ctrl + c$ (for copy). (3) Press $ctrl + v$ (for paste).

Method 3:- (1) Select the text. (2) Right click and choose copy option (3) Right click and choose paste option.

→ Deleting the text :- Students, If you do not want any typed text in your document, you can erase it easily by using these steps:-

- (1) Select the text.
- (2) Press the delete key.
- (3) The selected text will be removed.

* You can use delete or Backspace key from the keyboard for deleting the text.

* Students, I am ending the lesson here; Please learn all the steps for copying, pasting, deleting the text.

Thank You...