

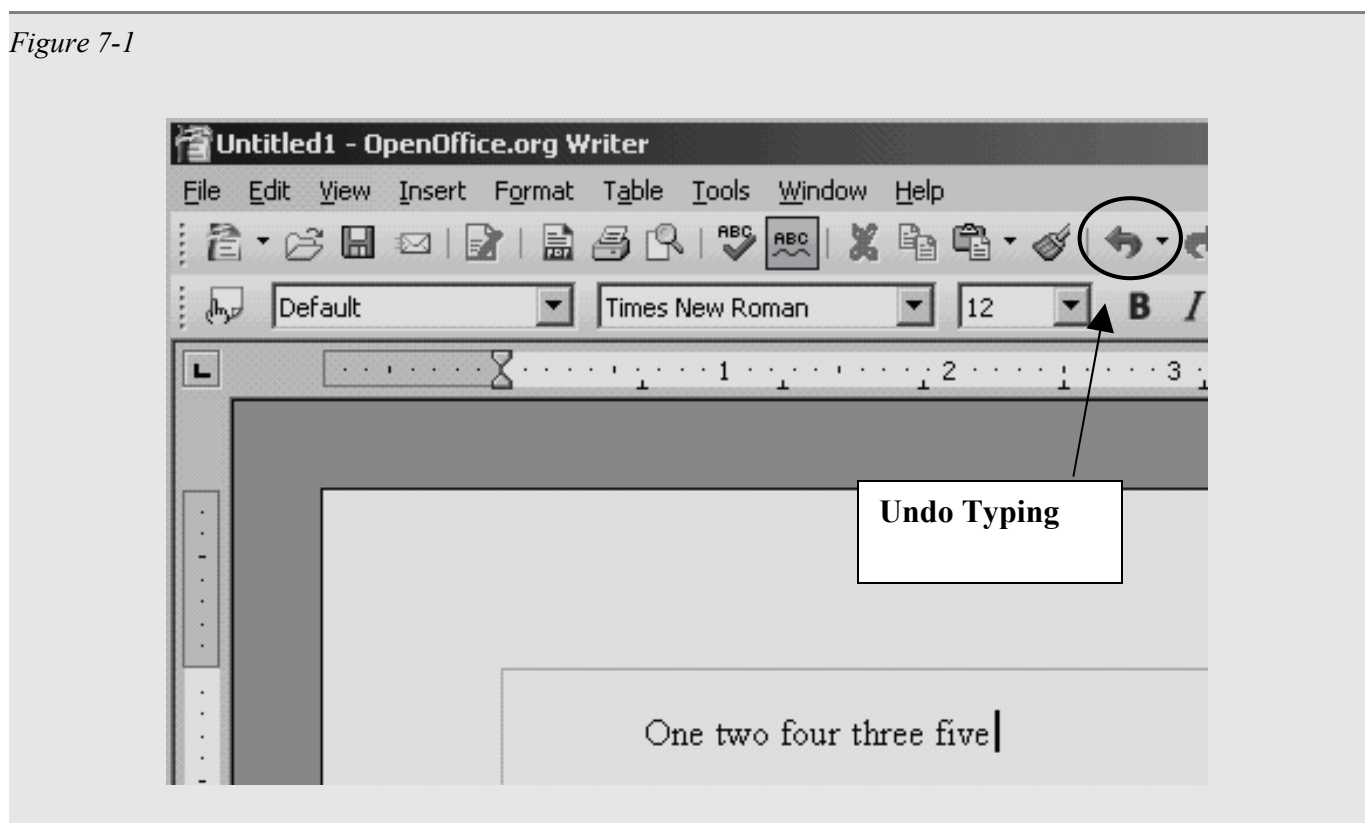
7 Dragging and dropping

Here we'll see how to copy and move pieces of text rapidly.

- 1 Open a new blank document.
- 2 Press *Enter* once and *Tab* once. Type the following text:

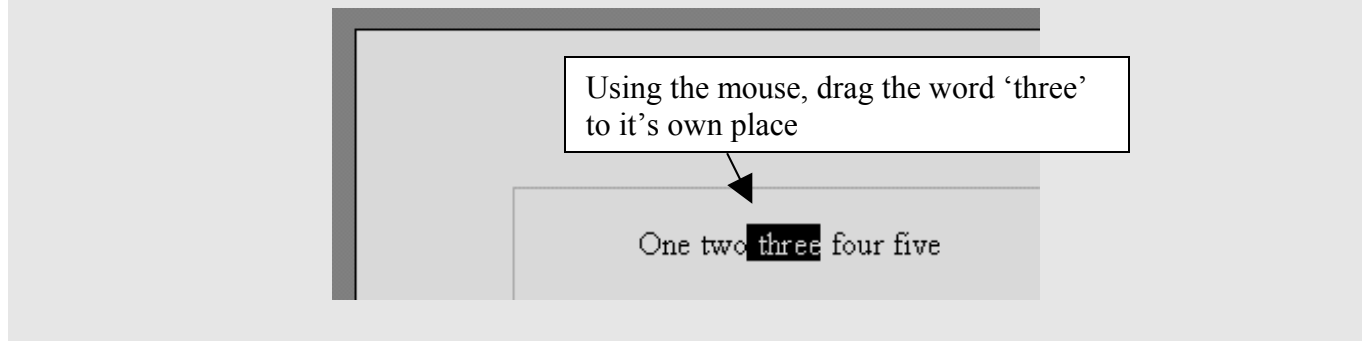
One two four three five

Figure 7-1



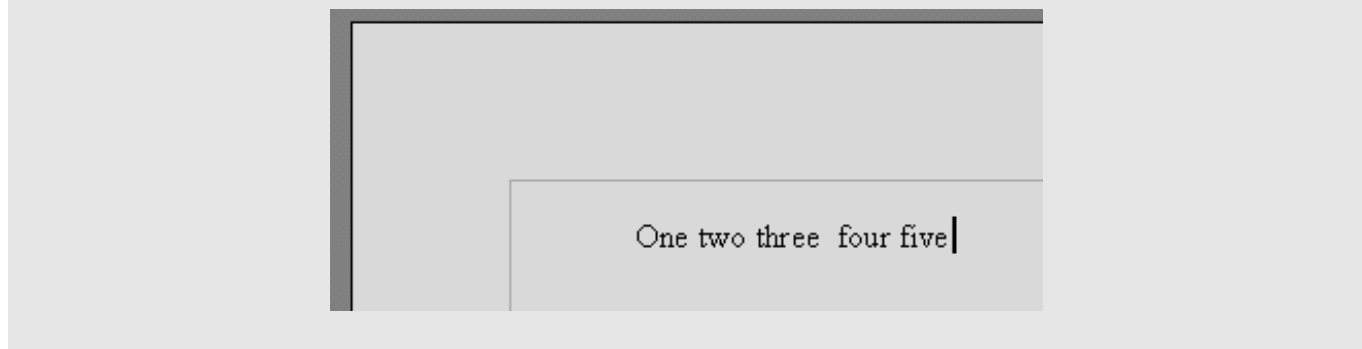
- 3 Double-click on the word '*three*' so that it becomes selected.
- 4 Now, using the mouse, drag the word '*three*' to its right place. This is not an easy task for a beginner. So practice until you can do it fluently. You can get the word back to its original place by clicking on the **Undo Typing** icon.

Figure 7-2



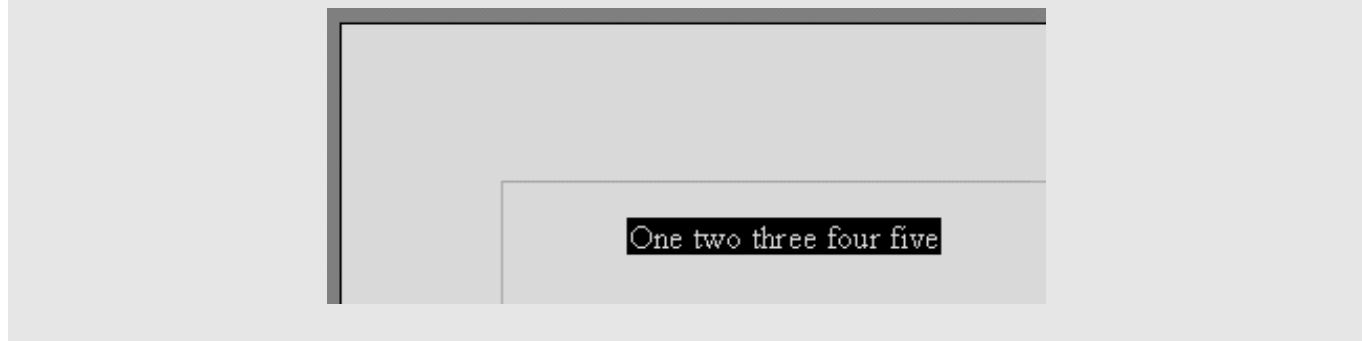
- 5 Click somewhere on the white area so that the selection disappears and the cursor is blinking after the text.

Figure 7-3



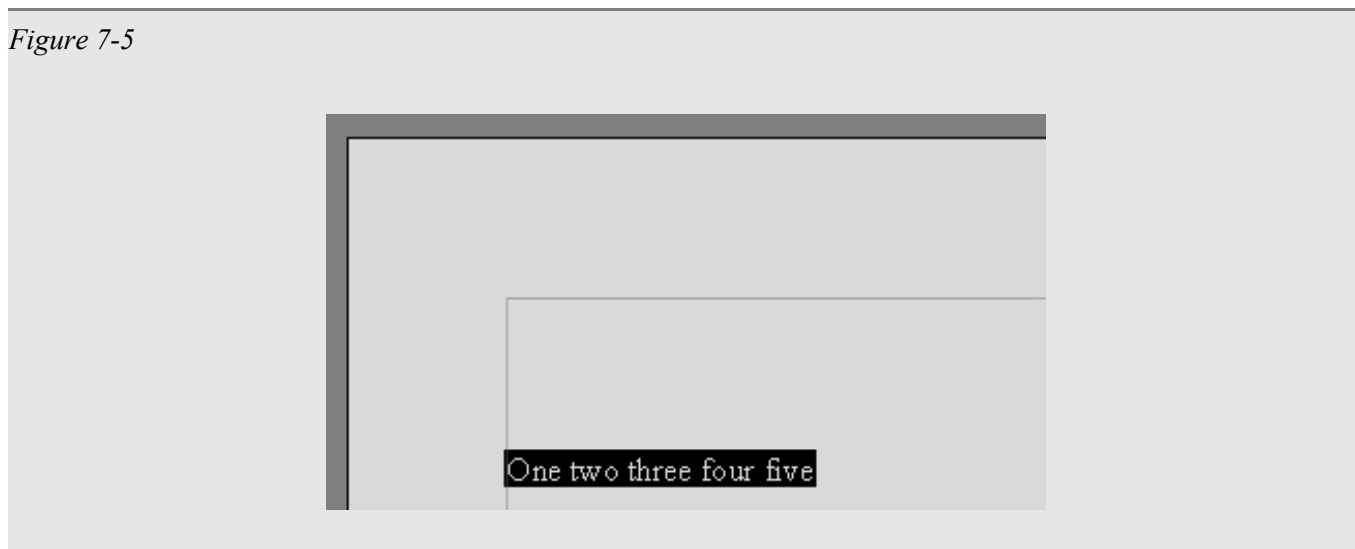
- 6 Press *Enter* four times so that several empty lines appear below the text.
- 7 Click three times on the text line so that the whole text becomes selected.

Figure 7-4



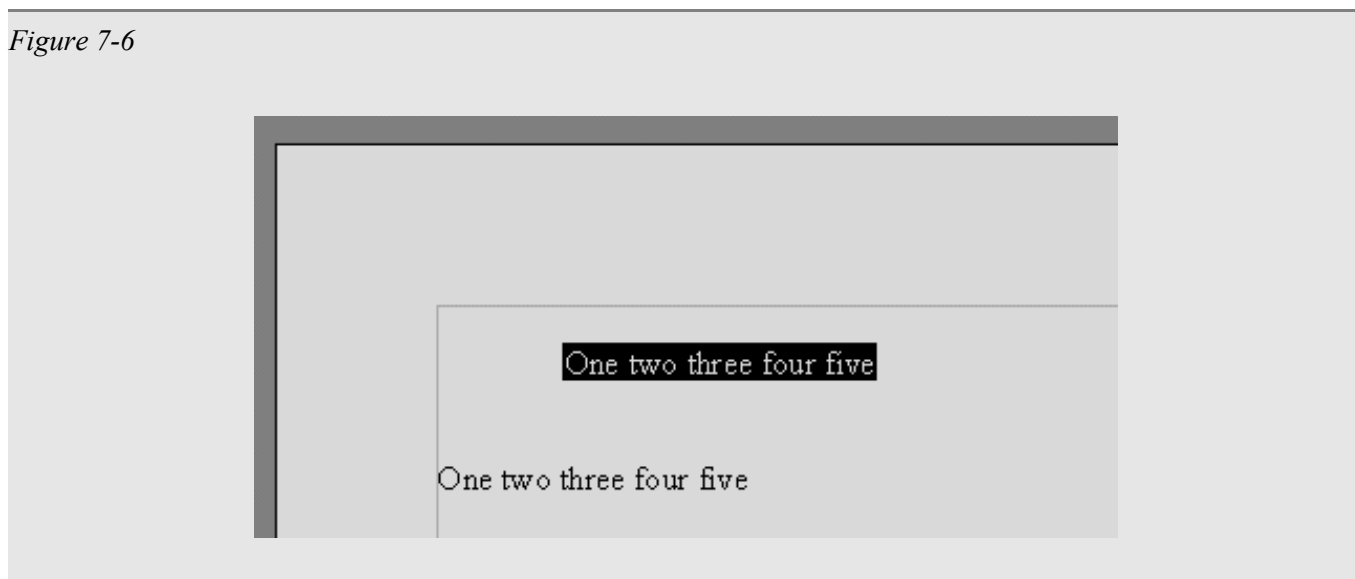
- 8 Now you can drag the whole sentence downwards in the document.

Figure 7-5



- 9 While the whole text is still selected (if it's not, click three times), press the *Ctrl* key and hold it there.
- 10 Drag the whole sentence upwards. Now there appears a copy of the line.
- 11 Release the *Ctrl* key.

Figure 7-6



- 12 Practice these things a little with your own texts so that you'll remember them and be able to use them fluently.

13 Close the document without saving.

Summary

Copying or moving a piece of text is often accomplished more quickly by using the mouse.