**Guided Practice Learner Instructions**

**Open a new word-processing blank document**

***Instructor observing***:

opening of a new blank document

**Open the existing document GED Computer Skills**

Instructor observing:

opening an existing document

**Select (highlight) the text in the existing document *GED Computer Skills* and copy it two spaces the original text below this sentence.**

***Instructor observing***:

the use of mouse (left click button) for scrolling down page and dragging over text

copy feature on the home tab

use of keyboard (return key)

paste feature on the home tab

**Use the undo feature to delete the copied text**

***Instructor observing***:

Navigation to the undo icon feature

**Use the redo feature to place the copied text back in document**

**Instructor observing**:

Navigation to the redo icon feature

**Cut the text and paste it to the new blank document**

**Instructor observing**:

Highlighting of existing text in document using mouse

Using the cut icon in the home tab

Placing cursor in a blank document and using the paste icon in the home tab