

**Course
&
Test Series**

Using Cut, Copy and Paste in Notepad

Notepad

Module 4 - Using Cut, Copy and Paste in Notepad

 **CBSE**

Definition

The Edit menu in Notepad provides options to modify and manipulate text, such as cut, copy, paste, undo, and find. It also allows you to select all text and replace or delete content.

 **ICSE**

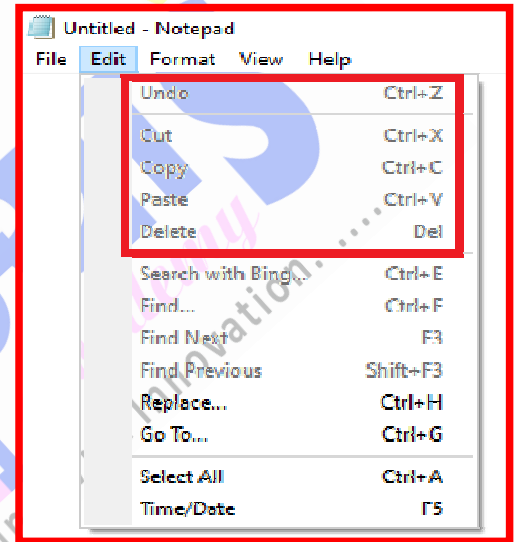
Use of Edit Menu

The Edit menu is used to efficiently modify and manage text in a document. It allows for actions like copying, pasting, undoing changes, and searching, making text editing quicker and more convenient.

 **NTSE**

Dialog Box Of Edit Menu

- **Undo:** Reverts the last change you made in the document.
- **Redo:** Reapplies an undone action.
- **Cut:** Removes the selected text and places it in the clipboard.
- **Copy:** Copies the selected text to the clipboard without removing it.
- **Paste:** Inserts the clipboard contents (text you've copied or cut) at the cursor's current position.
- **Delete:** Removes the selected text.



Use Undo, Redo, Cut, Copy, and Paste to efficiently edit and manipulate text:

- **Undo** Reverses the last action, helping fix mistakes.
- **Redo** Re-applies an undone action if you change your mind.
- **Cut** Removes selected text and stores it in the clipboard to move elsewhere.
- **Copy** Duplicates selected text to the clipboard for reuse without removing it.
- **Paste** Inserts text from the clipboard into the document where the cursor is placed.
- **Delete** We use the Delete function to remove unwanted or unnecessary text, files, or content. It helps in clearing space, correcting errors, or eliminating items that are no longer needed in a document or on a device.

 **Banking & Insurance**

 **Central Govt. Service**

 **State Govt. Services**

 **LAW Entrance**

 **MBA Entrance**

 **Railways & Metro Services**

...many more

abhyasonline.in

Course
&
Test Series

Using Cut, Copy and Paste in Notepad

Shortcuts of Edit Menu

- Undo: Ctrl + Z
- Redo: Ctrl + Y
- Cut: Ctrl + X
- Copy: Ctrl + C
- Paste: Ctrl + V
- Delete: Del

Difference Between Copy and Paste:

Copy Duplicates selected text or content and stores it in the clipboard without removing it from its original location.
Paste Inserts the copied or cut content from the clipboard into a new location, allowing you to move or reuse the content.

Difference Between Undo and Redo

Undo Reverses the last action you performed, allowing you to correct mistakes or remove changes.
Redo Re-applies an action that was previously undone, restoring the change you had reverted.

Difference Between Cut and Delete

Cut Removes selected text or content and places it in the clipboard, allowing you to paste it elsewhere.
Delete Removes the selected content permanently without storing it in the clipboard, making it unrecoverable unless und

Assignment Using Edit Menu in Notepad

Advertisements are a powerful tool used by businesses to promote products, services, or ideas to a wide audience. Through various mediums like TV, social media, print, and online platforms, advertisements aim to grab attention, inform, and persuade consumers to make purchasing decisions. Effective advertising can shape consumer perceptions, create brand loyalty, and ultimately drive sales. With the rise of digital platforms, advertisers can now target specific audiences, making ads more personalized and impactful than ever before.

Tasks and Expected Output:

Copy and Paste

CBSE

ICSE

NTSE

Banking & Insurance

Central Govt. Service

State Govt. Services

LAW Entrance

MBA Entrance

Railways & Metro Services

...many more

abhyasonline.in



Course
&
Test Series

Using Cut, Copy and Paste in Notepad

Objective: Duplicate a section of text and paste it elsewhere in the document.

Steps:

- Select the sentence: " Advertisements are a powerful tool used by businesses to promote products, services, or ideas to a wide audience."
- Copy the sentence (Ctrl + C).
- Move your cursor to the end of the document and Paste the copied sentence (Ctrl + V).
- Save the document with a new name, e.g., "Copy and Paste ".

Expected Output after Task:

The creative aspect of advertising is vital to its success. A well-designed ad can spark curiosity, inspire action, and build a lasting connection with consumers. Marketers often use humor, emotional appeals, or compelling visuals to make their ads stand out and resonate with viewers. The goal is not only to inform but also to create a memorable experience that influences buying decisions. Advertisements can shape public perception, elevate brand awareness, and differentiate a product in a competitive market. Advertisements are a powerful tool used by businesses to promote products, services, or ideas to a wide audience.

CBSE

ICSE

NTSE

Banking & Insurance

Central Govt. Service

State Govt. Services

LAW Entrance

MBA Entrance

Railways & Metro Services

...many more

abhyasonline.in