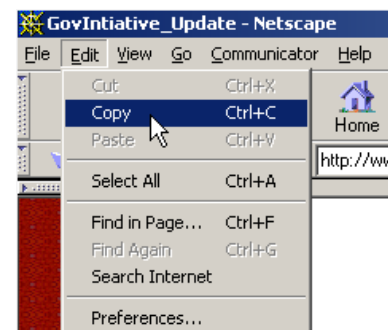


Word 2000/XP: Pasting Items from the Internet

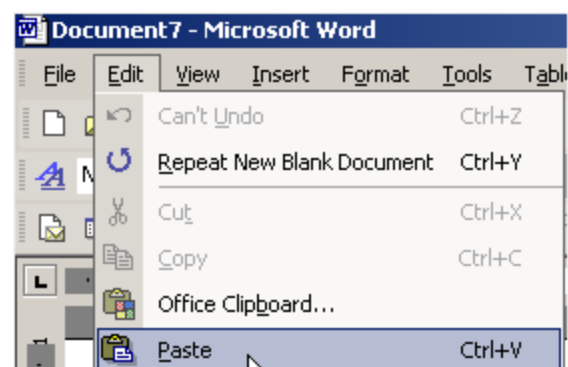
1. Launch *Netscape Communicator* and type in the following URL: www.mde.k12.ms.us
2. When the page comes up, click on the **Governor's Initiative** link located on the right hand side.
3. When the **Governor's Initiative** Web page loads, click the beginning of the current status paragraph, hold the **SHIFT** key, and click after the last word in the paragraph.
4. The last step **selects the paragraph, between NOTE and page**. The selected text should be highlighted in blue.
 - Remember, you can select the first line of the paragraph, hold your left mouse button down, and drag to select the remainder of the paragraph.
 - You can also click (put your **I-beam** in front of the first word) at the beginning of the paragraph, hold your **SHIFT** key (keyboard) down and click after the last word in the paragraph to select everything between the first click and the last click.

5. After the text is selected, go to the menu bar and choose **EDIT > COPY**. This will copy the text to the Windows clipboard for pasting to a new location later.

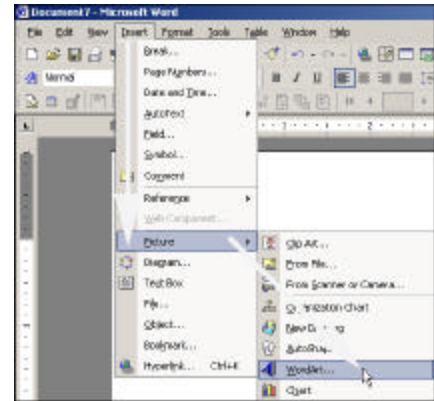


6. Launch *Microsoft Word*.

7. Click the **PASTE** button or click **EDIT > PASTE** from the main menu.



8. You should now see your copied text in the *Word* document window.
9. Now, let's add some pizzazz to it. Go to the menu bar and choose **INSERT > PICTURE > WORD ART**.
10. Choose your favorite **Word Art pattern** and create an appropriate **Title**. Once you insert Word Art, you can click on it and move it around in the document just like a picture.
11. Here is one example of a finished document.



Governor's Initiative

NOTE: The contract for schools to purchase computers off the Governor's Initiative Contract has been extended through March 31, 2002. Please use the RFP's listed on the next page.

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