**Windows Basics: Common Computer Tasks**

**Section 2:** Read the information on <http://www.gcflearnfree.org/windowsbasics/5/print>. Fill in the blanks with the correct words.

1. Most applications have a **m**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the top of the window. Each \_\_\_\_\_\_\_\_\_\_\_\_ has a set of different **c**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that will perform a specific action within the program. While each application is different, there are some common commands that **w**\_\_\_\_\_\_\_\_\_\_\_\_ the same way, no matter which **a**\_\_\_\_\_\_\_\_\_\_\_\_ you're using. Whenever you open a program for the first time, try clicking these **m**\_\_\_\_\_\_\_\_\_\_\_\_ to see the various options available.
2. You'll find the **F**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the leftmost side of the Menu bar in almost every application.
3. Many applications allow you to **c**\_\_\_\_\_\_\_\_\_\_\_\_ items from one place and then **p**\_\_\_\_\_\_\_\_\_\_\_\_ them to another. For example, if you're working with a word processor, you might \_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_ text to avoid typing the same thing over and over. If there's something you want to move from one place to another, you can \_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_ instead.
4. Let's suppose you're working on a text document and **a**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ delete some text. Fortunately, you won't have to **r**\_\_\_\_\_\_\_\_\_\_\_\_ everything you just deleted! Most applications allow you to **U**\_\_\_\_\_\_\_\_\_\_\_\_ your most recent action when you make a mistake like this. Just locate and select the Undo command—it's usually in the upper-left corner of the **W**\_\_\_\_\_\_\_\_\_\_\_\_, near the Menu bar. Alternatively, you can press \_\_\_\_\_\_\_\_\_\_\_\_on your keyboard. You can continue using this command to undo multiple changes in a row.
5. Describe 2 methods that you can use to **copy** an item**.**
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Describe 2 methods that you can use to **cut** an item**.**
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Describe 2 methods that you can use to **paste** an item**.**
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_