

# Copy and Paste Activity

## Prepositions of Time

**You will find an Internet document about prepositions and save it as a file on the computer's desktop. After you save the file, you will print the document. It is important that you highlight, copy and paste very carefully. See your teacher if you need help.**

1. Open *Microsoft Word*.
2. Minimize *Microsoft Word*.
3. Click on the *Internet* icon.
4. Go to <http://www.rong-chang.com/>
5. Left click on *Grammar* in the left column.
6. Left click on *An Elementary Grammar*.
7. Left click on *Section Nine: Prepositions of Time*.
8. Highlight and copy *Section Nine: Prepositions of Time* (control "C").
9. Minimize the *Internet* screen.
10. Maximize the *Microsoft Word* program screen.
11. Paste *Section Nine: Prepositions of Time* into Microsoft Word (control "V").
12. Go to *File* in the upper left-hand corner of the tool bar.
13. Click on *Save As*.
14. When the dialogue box appears, click on the down arrow on the right side of the  
In the *Save in* box and highlight *Desktop*.
15. Go to the bottom of the dialogue box and enter "Prepositions" in the *File name*  
box.
16. Click on *Save*.
17. Click on the *Print* icon in the toolbar to print your document.

***Congratulations! You have created an important file about prepositions that you can use anytime.***