**INTERNET CUT AND PASTE ACTIVITY**

1. Open a new Word document, set a 1.5” top margin and 1” margins for the left, right, and bottom. Add a header. The font should be Times new Roman, size 12. Minimize Microsoft Word.
2. Open Internet Explorer
   1. Go to [**http://www.georgewashington.si.edu/**](http://www.georgewashington.si.edu/)
   2. Double click on **Explore the Portrait**
   3. Click on **alternate version** at the bottom
   4. Click on **Gesture and Figure** in the left margin
   5. Highlight the paragraph that begins with the words “Contemporaries said . . . .”
   6. Copy it. (Edit, Copy or Control c).
3. Minimize Explorer; Maximize Word.
   1. Paste it to the Word document. (Edit, Paste or Control v)
   2. Fix it (delete the enters and extra spaces, add a space after each period ending a sentence, and indent the paragraph). Enter at the end of the paragraph so that your next paragraph will be pasted on the blank line.
4. Minimize Word; Maximize Explorer
   1. Select the paragraph beginning with the words “Some think . . .” and paste it to the Word document.
   2. Fix it (as above).
5. Minimize Word; Maximize Explorer
   1. Select the paragraph beginning with the words “Washington is about to retire . . .” and paste it to the Word document.
   2. Fix it (as above).
6. Minimize Word; Maximize Explorer
   1. Select the **Rainbow** link in the left margin
   2. Select the last paragraph (starts with Washington’s successful leadership . . . .”) You’re gong to paste it to the Word document as the first paragraph. To do this, position your cursor in front of the word “Contemporaries,” and enter. Arrow up once and paste the paragraph.
   3. Fix it (as above)
   4. Change the entire document to double spacing. (Press Control and the “A” button and then control 2)
   5. Add the title at the top (GEORGE WASHINGTON: A NATIONAL TREASURE) followed by one enter.
   6. Spell check, print preview, and proofread this **one-page** document before printing it. If yours is two pages, try to figure out why!