ACTIVITY 2: MODIFY TEXT

Read instructions from the yellow boxes and apply these explanations to make the activity that is presented.

How do you...

select?

- **Using mouse:**

  - Place the mouse pointer at the beginning of the text you want to select, press the left mouse button and shift the pointer to the final position, then release the left mouse button.

  - Double-clicking on a word selects the whole word.

  - Three quick clicking selects sentence.

  - By doing four consecutive clicks the whole paragraph is selected.

- **Using keyboard:**

  - Use direction keys (arrows, Home and End) to place the cursor at the start point of the selection. Press the Shift key and, without dropping it, scrolls the cursor again with the direction keys to the final position.

  - Press the **Ctrl** and **A** key combination to select the whole document.

- **Using functin bar:**

  - Use **Edit → Select all** for selecting all the document.

cut?

- **Without selection:**

  - Use **Delete** key to erase the character at the right of the cursor.

  - Use **Backspace** key ⟵ to erase the character to the left of the cursor.

- **With selection:**

  - Use either of the two keys to erase the selected text.

  - Use **Ctrl** and **X** key combination.

  - Use the function bar: **Edit → Cut.**

undo?

This function is very useful as it allows us to undo the action performed immediately before; if we run it twice or more consecutively, it will undo both or more previous operations. There are three ways to do this:

- Press the Undo icon from the toolbar.

- Using the function bar: **<u>E</u>dit → <u>U</u>ndo**.

- Use **Ctrl** and **Z** key combination.

Now is your turn...

For testing the above explanations, you should <mark>erase the whole red text from the next box</mark>. If you're wrong, you should remember to use the **Undo** function.

Also erase duplicate spaces and line breaks that may appear when deleting red text.

When you're done, read the text very carefully

Symbols from UE

https://european-union.europa.eu/principles-countries-history/symbols_en

- **European anthem**

    Beethoven's 'Ode to Joy', without lyrics, became the EU's official anthem in 1985 **1895**. The melody used to symbolize the EU comes from the Ninth Symphony composed in 1823 **s.XX** by Ludwig Van Beethoven, when he set music to the "Ode to Joy", Friedrich von Schiller's lyrical verse from 1785.

    The anthem symbolises not only the European Union but also Europe in a wider sense. The **new** poem "Ode to Joy" expresses Schiller's idealistic vision of the human race becoming brothers.

- **Europe Day**

    Europe Day is held on **Monday** 9 May every year. This day marks the anniversary of the historic 'Schuman declaration' and it celebrates peace and **or** unity in Europe.

- **European blue Flag**

    The European flag symbolises both the European Union and, more broadly, the identity and unity of Europe.

- **EU motto**

    "United in diversity" was adopted as the European Union's motto in **2200** 2000.

    It signifies how Europeans have come together, in the form of the EU, to work for peace and prosperity, while at the same time being enriched by the continent's many different **colours** cultures, traditions and languages.

The Euro information

https://european-union.europa.eu/institutions-law-budget/euro_en

- **Benefits**

    From economic stability to integrated financial **super** markets, the euro is a tangible sign of European identity. Find out more about its benefits.

- **Official EU currency**

The euro is the official currency of 19 **37** European Union countries which comprise the Eurozone. Read more here.

- **Countries using the euro**

  The EU countries using the euro, with a focus on the euro **sea** area, also known as the eurozone, non-euro area countries, and opt-out countries.

- **Managing the euro**

  The management of the Euro, its security measures and entry criteria, operated by the European Commission and the European Central **Park** Bank.

- **History and purpose**

  A brief history of the reasons behind the creation of the euro, and the steps leading to the single **double** monetary system.

- **Design**

  The meaning of the euro (€) symbol and rules around its usage.

- **Exchanging national currency**

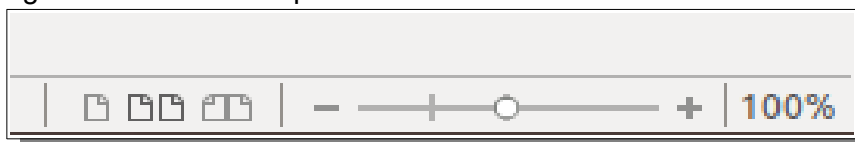 How, when **why** and where to exchange old national currency into euro.

Create a new document

Once you delete all the text in red, select the text that remains and copy it into a new document that you have to save under the name **Activity.02.odt**.

Adjust display scale

The scale is used to adapt the document display size to the computer screen. As a general rule, we will view to see most of the document but we maintain a font size that is legible. You have two ways to do this.

1. With the function bar **View → Scale**
2. With the right-bottom window options.

Save as pdf and send document

Export the document to pdf format to attach it to the corresponding task for making its assessment.

The final outcome must be a document very similar to:

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  The anthem symbolises not only the European Union but also Europe in a wider sense. The poem "Ode to Joy" expresses Schiller's idealistic vision of the human race becoming brothers - a vision Beethoven shared.

- Europe Day

  Europe Day is held on 9 May every year. This day marks the anniversary of the historic 'Schuman declaration' and celebrates peace and unity in Europe.

- European Flag

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- EU motto

  United in diversity' was adopted as the European Union's motto in 2000. "United in diversity", the motto of the European Union, first came into use in 2000.

  It signifies how Europeans have come together, in the form of the EU, to work for peace and prosperity, while at the same time being enriched by the continent's many different cultures, traditions and languages.

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- Exchanging national currency

  How, when and where to exchange old national currency into euro.