


## ACTIVITY 3: COPY AND PASTE


You have to analyse the explanations of the yellow boxes and perform the activities (A, B and C). When you finish them you have to save the document in the folder: **Documents** → **Computing** → **Task 3** as **Activity\_03.odt**, export it to pdf and send the final document to the teacher.

### How may I...


#### copy?

1. Select the text or objects you wish to copy.
2. Copy selection. There are four ways to do this:
  - Press the Copy icon  from the toolbar.
  - Select from the function bar: **E**dit → **C**opy.
  - Select the **C**opy option from the menu that it's opened with the right button of the mouse.
  - Use **Ctrl** and **C** key combination.

#### cut?

1. Select the text or objects you wish to cut.
2. Cut selection. There are four ways to do this:
  - Press the Cut icon  from the toolbar.
  - Select from the function bar: **E**dit → **C**ut.
  - Select the **C**ut option from the menu that it's opened with the right button of the mouse.
  - Use **Ctrl** and **X** key combination.

## Paste?

1. Place the cursor where you want to paste the previously copied object or text (is stored in the "clipboard" which is the internal memory of your computer)
2. Paste selection. There are four ways to do this:
  - Press the Paste icon  from the toolbar.
  - Select from the function bar: **E**dit → **P**aste.
  - Select the **Paste** option from the menu that it's opened with the right button of the mouse.
  - Use **Ctrl** and **V** key combination.

## Activity A

1. Select and copy the text from box 1 to box 2.
2. In box 2 **cut and paste** paragraphs to sort them according to the numbering preceding them. When the scrolling of paragraphs is finished, **the first box must be empty**, and the second one must have the text sorted (you should delete the numbers that make order).

### Box 1

#### A new strategic agenda for the EU, 2019-2024

(2) The strategic agenda also identifies how to deliver on the priorities.

(6) **Promoting European interests and values on the global stage:** Building a robust foreign policy based on an ambitious neighbourhood policy with 16 of its closest eastern and southern neighbours and a comprehensive partnership with Africa. Promoting global peace, stability, democracy and human rights. Ensuring a robust trade policy in line with multilateralism and the global rules-based international order. Taking greater responsibility for security and defence, while cooperating closely with NATO.

(4) **Developing a strong and vibrant economic base:** Building a resilient economy by deepening the Economic and Monetary Union to ensure that Europe is better prepared for future shocks, completing the banking and capital markets union, strengthening the international role of the euro, investing in skills and education, supporting Europe's businesses, embracing digital transformation, and developing a robust industrial policy.

(1) The European Council set out 4 priority areas in its 2019-2024 strategic agenda to guide the work of the EU institutions over the next 5 years. These

areas seek to respond to the challenges and opportunities that the current global situation has thrown up. By focusing on them, the EU can strengthen its role in today's challenging environment.

(5) **Building a climate-neutral, green, fair and social Europe:** Investing in green initiatives that improve air and water quality, promote sustainable agriculture and preserve environmental systems and biodiversity. Creating an effective circular economy (where products are designed to be more durable, reusable, repairable, recyclable and energy-efficient) and a well-functioning EU energy market that provides sustainable, secure and affordable energy. A faster transition to renewables and energy efficiency, while reducing the EU's dependency on outside energy sources. Implementing the European Pillar of Social Rights.

(3) **Protecting citizens and freedoms:** Ensuring effective control of the EU's external borders and further developing a comprehensive migration policy. Fighting terrorism and cross-border/online crime, increasing the EU's resilience against both natural and man-made disasters.

**Box 2**

**A new strategic agenda for the EU, 2019-2024**

## Activity B

In the first box you have the year in which each language was incorporated into the EU's official language system.

### Official EU language since...

- 1958: Dutch, French, German, Italian
- 1973: Danish, English
- 1981: Greek
- 1986: Portuguese, Spanish
- 1995: Finnish, Swedish
- 2004: Czech, Estonian, Hungarian, Latvian, Lithuanian, Maltese, Polish, Slovak, Slovenian
- 2007: Bulgarian, Irish, Romanian
- 2013: Croatian

You have to copy and paste and enumerate the languages for alphabetical order in the second box.

### Official EU language:

1.

## Activity C

### *Drag and drop*

"Drag and drop" allows you to cut and paste in a single step:

1. Selects the text to be moved.
2. Press with the left button of the mouse and, keep the button while scrolling to the new position of the text, then release the left button.

Remember you can also copy text with this technique if you press **Ctrl** key at the same time.

Drag each word from the A box and drop it to the corresponding position within the B box. At the end of the A box must be empty. Delete lines in B box when spaces are already occupied by a word.

### Box A

COURT	MEDICINE	ADMINISTRATION	COMMISSION
BANK	AGENCIES	LAWS	PARLIAMENT

### Box B

## Types of institutions and bodies

### Set-up and location

The European Union's institutional set-up is unique and its decision-making system is constantly evolving. The 7 European institutions, 7 EU bodies and over 30 decentralised \_\_\_\_\_ are spread across the EU. They work together to address the common interests of the EU and European people.

In terms of \_\_\_\_\_, there are a further 20 EU agencies and organisations which carry out specific legal functions and 4 interinstitutional services which support the institutions.

All of these establishments have specific roles – from developing EU \_\_\_\_\_ and policy-making to implementing policies and working on specialist areas, such as health, \_\_\_\_\_, transport and the environment.

There are 4 main decision-making institutions which lead the EU's administration. These institutions collectively provide the EU with policy direction and play different roles in the law-making process:

- the European \_\_\_\_\_ (Brussels/Strasbourg/Luxembourg)
- the European Council (Brussels)
- the Council of the European Union (Brussels/Luxembourg)
- the European \_\_\_\_\_ (Brussels/Luxembourg/Representations across the EU)

Their work is complemented by other institutions and bodies, which include:

- the \_\_\_\_\_ of Justice of the European Union (Luxembourg)
- the European Central \_\_\_\_\_ (Frankfurt)
- the European Court of Auditors (Luxembourg)

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