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**Chapter 3** Score \_\_\_\_\_

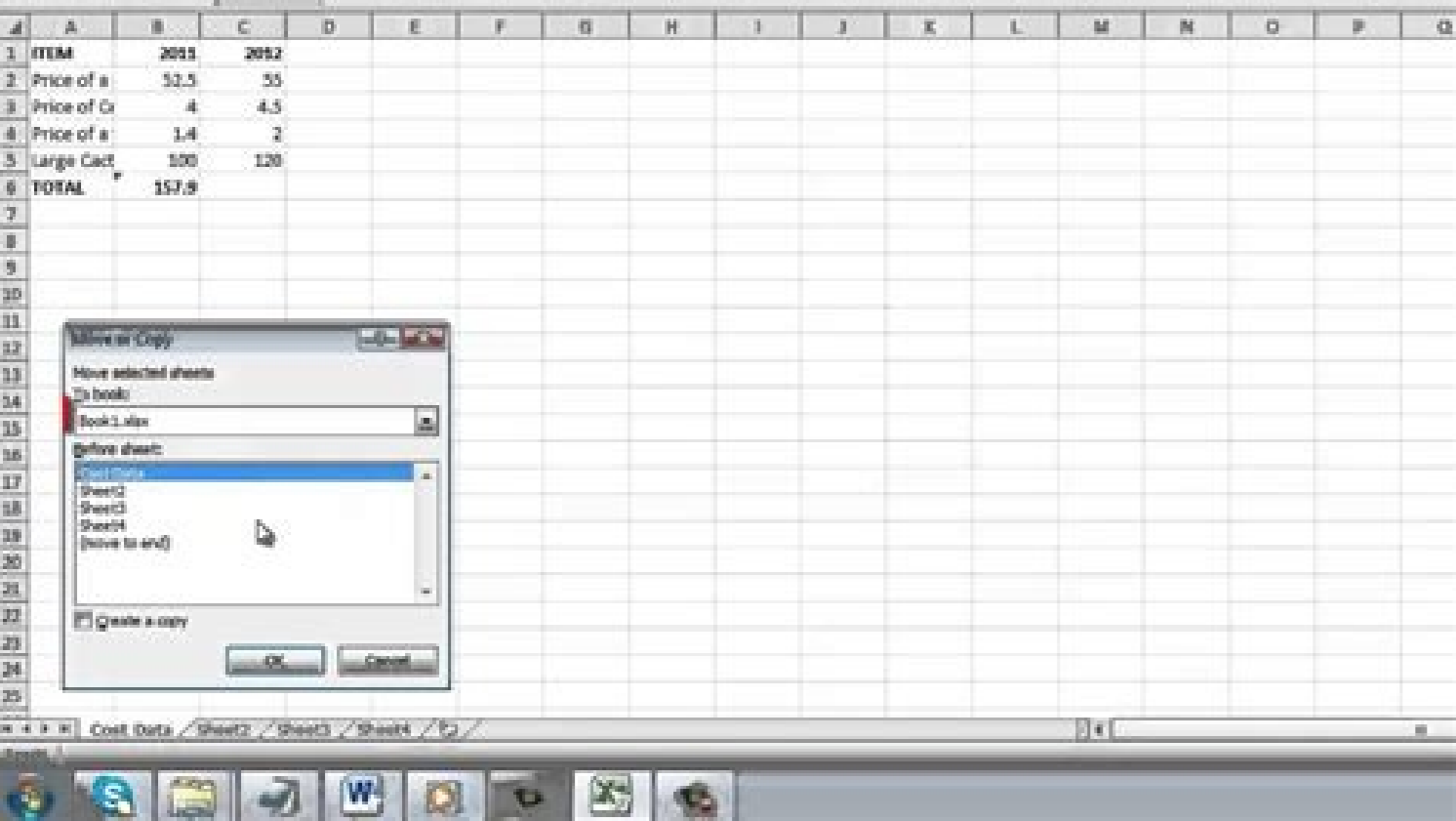
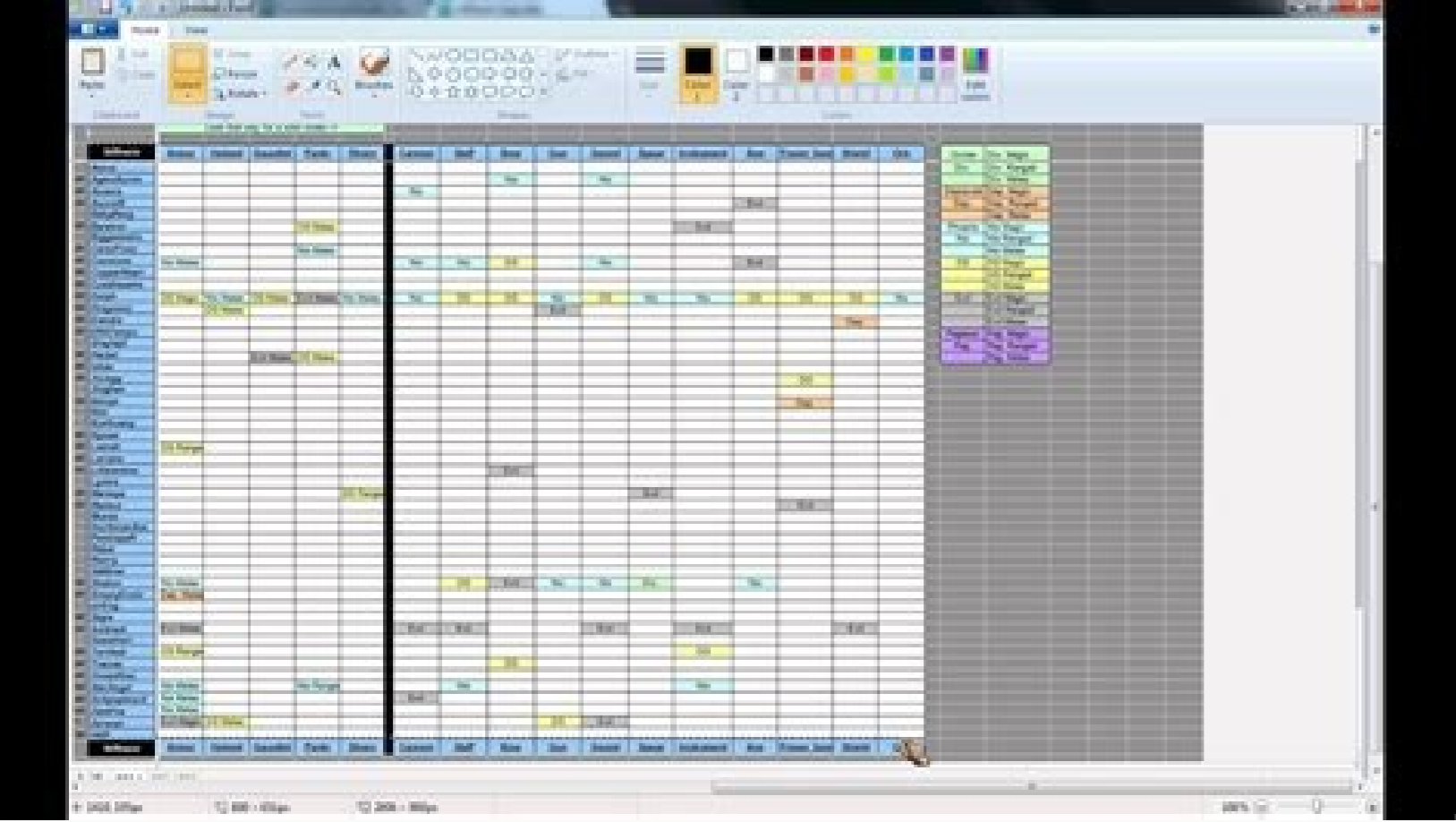
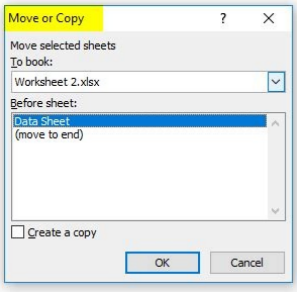
**Section Quiz 3-1**

**DIRECTIONS: Matching** Match the items in Column A with the items in Column B. Write the correct letters in the blanks. (10 points each)

- |  |   |
|--|---|
| <p><b>Column A</b></p> <p>_____ 1. English raider of Spanish ships</p> <p>_____ 2. Sir Walter Raleigh's settlement</p> <p>_____ 3. settlement named after the king</p> <p>_____ 4. leader of Jamestown</p> <p>_____ 5. husband of Pocahontas</p> | <p><b>Column B</b></p> <p><b>A.</b> Jamestown</p> <p><b>B.</b> Captain John Smith</p> <p><b>C.</b> Roanoke</p> <p><b>D.</b> John Rolfe</p> <p><b>E.</b> Francis Drake</p> |
|--|---|

**DIRECTIONS: Multiple Choice** In the blank at the left, write the letter of the choice that best completes the statement or answers the question. (10 points each)

- \_\_\_\_\_ 6. What cleared the way for England to start colonies in North America?
- A.** Drake's raids on Spain      **C.** defeat of the Spanish Armada
- B.** Drake's knighthood      **D.** England declared war on Spain
- \_\_\_\_\_ 7. Which of the following is an example of a joint-stock company?
- A.** the Roanoke Company      **C.** the Drake Company
- B.** the England Company      **D.** the Virginia Company
- \_\_\_\_\_ 8. The Jamestown colonists called the winter of 1609-1610
- A.** the lavish time.      **C.** the good time.
- B.** the starving time.      **D.** the friendly time.
- \_\_\_\_\_ 9. Which crop saved Jamestown?
- A.** tobacco      **C.** rice
- B.** corn      **D.** indigo
- \_\_\_\_\_ 10. The first African American child born in the American colonies was
- A.** James Yeamdley.      **C.** William Tucker.
- B.** John Rolfe.      **D.** John Smith.



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Copy and paste are among the most common — and overlooked — commands found in any operating system, whether it be Windows or MacOS. The function is used to move text in an instant. Still, not everyone knows how to use these features. Thankfully, there are several easy methods for doing so using either your mouse, trackpad, or other peripherals. Here's the rundown on copy and paste.

**How to copy and paste in Windows 10 using the mouse** Although Windows PCs have a unifying theme for copy and paste functionality, there are a few different ways to do it. Depending on the software, you can use the mouse, the keyboard, the menu bar — or a combination of all three — to get the job done. While you can make an argument that some methods are faster than others, the one you choose will mostly come down to personal preference, so we'll break down each one in turn, and you can then pick which is right for you. Quick tips Right-clicking a selected item will usually bring up a menu with the option to Copy. Right-clicking a space will usually bring up a menu with the option to Paste. The keyboard command for copy is Ctrl + C, and the keyboard command for paste is Ctrl + V. Step 1: Properly selecting the content you wish to reproduce is the first step when copying and pasting. If you're looking to copy an image, right-click it and select Copy Image to save a duplicate to the clipboard. Then, skip to step 3. For text, left-click and drag your mouse cursor over the portion of the document or browser window you wish to highlight. For folders and other items, right-click the item once or left-click and drag a selection box around multiple files. If you want to bring the keyboard in, you can hold Ctrl, click multiple files or click the first item in a list while holding Shift, and then click the final item you want to copy. Step 2: Once the content you wish to copy is highlighted, right-click while hovering over any portion of the chosen content and select Copy from the resulting drop-down menu. Step 3: Once you've copied your chosen image, text, or file, place your cursor in the location you wish to copy it to. Then right-click, and select Paste from the resulting drop-down menu. How to copy and paste in Windows 10 using the keyboard The second method for Windows 10 involves using keyboard commands. Here's the step-by-step process. Step 1: To highlight text with a keyboard, use the Arrow keys to navigate your blinking cursor to the sentence or paragraph you wish to copy, and press the Shift key. Continue to move the cursor over the text you want to duplicate, and a selection box — usually blue — will appear around it. Stop when you have highlighted everything you want. For files and folders, you can use the Tab key to move between sections of the folder you're currently in. When a folder is highlighted, hold down the Shift key and use the Arrow keys to cover all the ones you wish to copy. Images are a little more difficult but use the same principle as above. Using a combination of the Tab and Arrow keys, navigate to the image you wish to select. Press and hold the Shift key, and move your selection over it to highlight it. Step 2: Once your file, text, or image is highlighted, hold down the Ctrl key and press the C key to copy it. Though the keyboard command for copying is relatively universal, some software-specific macro commands or shortcuts may interfere with the Windows native keyboard commands. If in doubt regarding the proper key combination, look up the command functions directly within the application's help menu or with a web search. Step 3: Once the content you want is copied, navigate to where you want to put it, and hold down the Ctrl key once again. This time, though, press the V key. Your image, text, or folder should now be pasted right where you want it. How to copy and paste in Windows 10 using the menu bar The third option is to use the menu bar. Step 1: Many applications have their own menu system to enable copy and pasting, but highlighting what you want to copy will require you to use the mouse or keyboard. Use the methods described above for highlighting what you wish to copy. Step 2: Once you've highlighted your chosen content, look to the top menu bar in your application or folder, and click the Edit or Home button menu. Step 3: Select Copy from the resulting drop-down menu. Step 4: If you can't spot that particular command, look for the classic overlaid paper symbol used in many applications to denote the copy function. Step 5: Once you've copied what you want to duplicate, head to that same drop-down menu and select Paste. How to copy and paste in MacOS using the mouse Although Windows and MacOS are different operating systems, they perform copying and pasting similarly. That means it's just as easy, whether you're using the mouse, keyboard, or in-app menus. Quick tips Command + C will copy a highlighted item. Command + V will paste a copied item. Step 1: If you're looking to copy text with your Apple mouse — Magic or not — click and drag the cursor over the portion of the document or webpage you wish to highlight. For files and folders, click the item once. Alternatively, click and drag a selection box around multiple files. To highlight an image easily, you'll need to bring the keyboard in to play, too. Hold the Control key, click on the image, and select Copy Image to duplicate and save it to your clipboard. Then, skip to step 3. Step 2: Once you've highlighted what you want to copy, right-click while hovering over any portion of the chosen content, and select Copy from the resulting drop-down menu. Step 3: Once everything you want is copied, place your cursor in the location you wish to paste the content, hold Control and click, then select Paste from the resulting drop-down menu. How to copy and paste in MacOS using the keyboard No mouse? No worries. You can use a keyboard, too. Step 1: Although it's a little more limited on MacOS than Windows, you can use the Tab key to jump between text boxes for keyboard selection. When you've made it to the section you wish to highlight, hold the Shift key and use the Arrow keys to highlight the text you want to copy. Alternatively, use the mouse to put the pointer where you want it, and then use the above method. Files and folders can be selected in much the same way. For images, using the mouse is going to be your best bet for highlighting. Step 2: Once everything is selected, hold down the Command key and press C to copy. Though that particular shortcut is fairly universal, some program-specific macro commands or shortcuts may interfere with the MacOS native keyboard commands. If in doubt regarding the proper key combination, look up the command functions directly within the application's help menu or through a web search. Step 3: Once everything you want is copied, place your cursor in the location you wish to paste the content, hold down the Command key, and press the V key to paste it in. How to copy and paste in MacOS using the menu bar Finally, you can use the menu bar to copy and paste in MacOS. Here's how. Step 1: Highlighting is not something most applications do by themselves, so your best bet is to highlight the text, image, files, or folders using one of the methods mentioned above. Step 2: After you've highlighted the data you want to copy, whether it's an image, text, or both, navigate to the Gear icon or Edit menu. Step 3: Select Copy from the resulting drop-down menu. You may find this process varies slightly from application to application, but it will be the same in most cases. Step 4: Copy your selected data to the clipboard and then, click on the file or location where you'll paste your copied information. Step 5: Click on the Gear icon if you're using Mac OS or the Edit menu if you're using Windows. Step 6: You will then see a drop-down list of options from which you will select Paste to add what you have copied to your file. You will save a lot of time and stress when you realize that copying and pasting eliminate the need for manually typing out quotes or waiting for a picture or textbox to download so that you can use it. While browser extensions can help you copy and paste material, knowing how to do it yourself is essential for productivity. By following these easy guidelines, you will be able to help you here—they don't protect those kinds of creations. The good news: Copyright protection does. Tomima Edmark, the woman famous for her Topsy Tail invention has now turned her creative talents to the competitive retail arena of intimate apparel, HerRoom and HisRoom. Meet the Dermatologist Who Wants to Save You Money — and Just Hit a \$200 Million Milestone for Patients Your Employees Want This Perk, and Giving It to Them Can Improve Your Bottom Line The Hidden Dangers of Not Taking Your Vacation Days This Family-Owned Manhattan Jewelry Shop Struggled to Rebuild After 9/11. Today, 2 Sisters Who Run the 46-Year-Old Business Reveal What It Takes to Persevere. Businesses Need More Women Investors. Here's How That Can Happen. Franchising Isn't for Entrepreneurs, It's for Systempreneurs This Former Disney Exec Shares Her 5 Most Valuable Takeaways on Leadership Following Viral LinkedIn Post By Stephanie Ellen i number background image by kuhar from Fotolia.com Microsoft Excel macros can replace tedious functions in Excel spreadsheets. For example, instead of typing the same information over and over again, you can create a macro to do the work for you. Macros are workbook specific, which means that if you want the macro in one workbook to work in another workbook, you have to copy the macros over. Copying a macro can be done through the Visual Basic Editor (VBE), which is built into Excel. Open the workbook that has the macro you want to copy. Press the "Alt" and "F11" keys together to access the VBE. Click on the name of the macro you want to copy in the left-hand column. This opens up a window with the Visual Basic for Applications (VBA) code. Click on the "Edit" tab and then click on "Select All." Click on "Ctrl" and "C" to copy the macro to the Office Clipboard. Open the workbook where you want to copy the macro to. Press the "Alt" and "F11" keys together to open the VBE. Click on "Insert" and then click on "Module" to open a blank window. Click inside the blank window, then press the "Ctrl" and "V" keys to paste the code into the open window. Your macro is now copied and ready for use. Press the "Alt" and "F11" keys together to exit the VBE and return to your workbook.





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