


Drag and Drop Techniques

Use Drag and Drop to simplify your computing.

First, be sure all programs are closed – then follow these directions.

1. Open **Microsoft Word**
2. Minimize the document - Click on the **Minimize** button 
3. Open up **Internet Explorer**
4. Press **Alt-D** (*Hold down the Alt key and tap the D key*)
5. Type in this web address:
http://kidshealth.org/kid/stay_healthy/food/pyramid.html
(NOTE: You don't have to type in the **http://**)

6. Click the mouse in front of the first word.

CLICK HERE

7. Hold down the **SHIFT** key, and then click the mouse after the words: **get it?**
8. You just selected (highlighted) those paragraphs.



[The New Food Guide Pyramid](#)

The food guide pyr. that the food group pyramid. Now, a rai the five food group colors stand for:

Drag the selected text to the Word document
Follow these directions:

1. Place the arrow anywhere over the **highlighted text** in the first paragraph.
2. **Hold down** the mouse button and **drag** to the Word document at the bottom of the screen (the Task Bar) – it says **Document1 – Microsof.....**



3. The **Word document** will open. Move the mouse up to the **top** of the document and release the mouse button. The text is pasted into the document

We will add a picture to the document.

1. Go back to the **Internet Explorer** by clicking on it in the Task Bar.

CLICK HERE



2. Press **ALT-D** and type in this website:
<http://www.tophealthsource.com/pyramid.htm>
Remember, you don't have to type the **http://**

3. There is a picture of the new **Food Pyramid**. Place the **mouse** over the picture and hold down the mouse button. **Drag** to the **bottom** of the screen over the Word document (just like you did with the text).
4. The **Word document** will open. Move the mouse to the just under the text release the mouse button. The picture is pasted into the document