

## Cutting, Copying and Pasting Text:

One of the main benefits of using a computer to create text documents is the ability to move text around without re-typing the entire document. To do this, you will use the Cut, Copy and Paste functions. Cutting and copying are different functions. When you cut text from a document, you are removing the selected text from the document. When you copy text it stays in its original place in the document. However, in both instances, the text is added to the clipboard to be pasted in the document in another location.

1. To **cut** text, highlight the text to be cut and click the **Cut** button on the Clipboard Toolbar within the Home tab. (Figure 1)
2. To **copy** text, highlight the text to be cut and click the **Copy** button on the Clipboard Toolbar within the Home tab. (Figure 1)
3. To **paste** the text that has been cut or copied, click your mouse in the space where the text should go to place the cursor at the appropriate location then click the **Paste** button on the Clipboard Toolbar within the Home tab. (Figure 1)

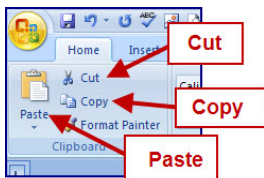


FIGURE 1: OFFICE CLIPBOARD TOOLBAR

There are many ways to accomplish most tasks in Microsoft Word. Other options for cutting, copying and pasting text are listed below.

### *Keyboard Shortcuts:*

Highlight the text to be edited and use the following key combinations on your keyboard.

**Paste:** Ctrl + V (Press the Ctrl key and the “V” key at the same time)

**Copy:** Ctrl + C (Press the Ctrl key and the “C” key at the same time)

**Cut:** Ctrl + X (Press the Ctrl key and the “X” key at the same time)

### *Right Mouse Click:*

Highlight the text to be edited, place your cursor over the highlighted text and right-click your mouse. Select **Cut**, **Copy** or **Paste** from the menu that displays. (Figure 2)

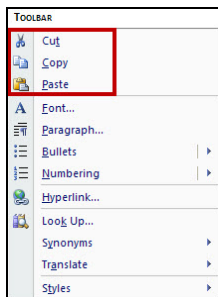


FIGURE 2: RIGHT-CLICK MENU