



Need to Know IT

Copy, Cut and Paste

The cut, copy and paste icons are located on the '**Home**' ribbon.

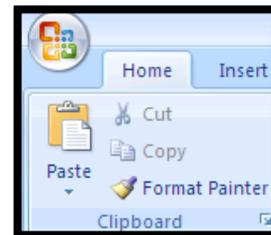
Text and images can be copied or cut and relocated (pasted) to another position in the document. It is also possible to paste the copy in another document or to another program. If the text is copied, the original text remains in the document. If the text is cut, it is removed from the document.

There are 3 different ways of making these changes to. You can:

- Use the icons on the '**Home**' tab *or*
- Use a right mouse click to access the context sensitive menu *or*
- Use keyboard commands

Using the icons on the '**Home**' tab

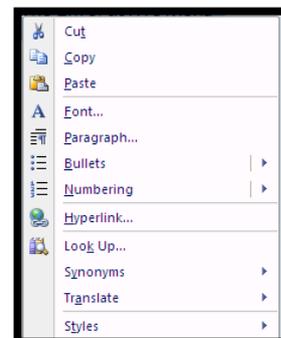
The cut, copy and paste icons are located on the '**Home**' tab. The icons are 'greyed out' until the required text has been selected.



1. Select the required text
2. Click the '**Copy**' or '**Cut**' icon
3. Position the cursor at the location where the text is to be inserted
4. Click the '**Paste**' icon

Using the Context Sensitive Menu

- Select the required text
- Right mouse click to display the context sensitive menu
- Select the required option from the drop down list.
- To paste text, place the cursor in the required location and right mouse click to display the context sensitive menu.



Using Keyboard Commands

Keyboard commands are a combination of keyboard command keys such as 'Ctrl' and a letter. There are lots of different keyboard commands and they can be more convenient than using the mouse to select option.

- Select the required text
- To copy text, press 'Ctrl' and the letter C
- To cut text, press 'Ctrl' and the letter X
- To paste text, press 'Ctrl' and the letter V

Using the Clipboard

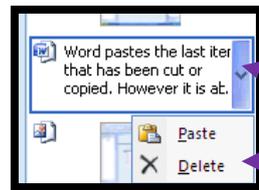
Word pastes the last item that has been cut or copied. However, Word can hold up to 24 items on the clipboard. Every time a new item is copied, it is added to the clipboard.



To open the 'Clipboard', click the small arrow in the bottom right hand corner in the 'Clipboard' section of the 'Home' tab.

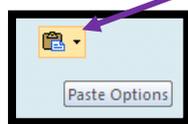
Cut and copied items are displayed on the clipboard.

Click an item on the clipboard to paste it in the document.



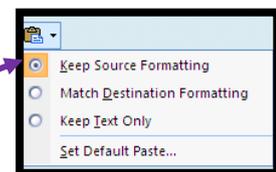
Items can be deleted from the clipboard by clicking the down arrow and selecting 'Delete'

Pasting Text from another Document or Location



When text is pasted, the 'Paste Options' icon appears next to the text'.

Click this icon to display the options and select required option



This is only really relevant if copying from another document or location.