

How to Copy, Cut and Paste Text

Quickly copy text or move text from one place to another

Copy and Paste



- Select a block of text or file that you want to copy to another location
- Right click, **OR**
- Go to the **Edit** menu and select **Copy**
- The original text remains in the document and a copy is placed onto the **clipboard**
- Move your cursor to the new location
- Right click,
- **OR** Go to the **Edit** menu and select **Paste**
- For a shortcut use the Standard toolbar's **Copy** and **Paste** buttons
- **OR**, use the keyboard shortcuts: **Ctrl + C** then **Ctrl + V**

Cut and Paste



- Select the text or file that you want to move from one location to another
- Right click, **OR**
- Go to the **Edit** menu and select **Cut**
- The text will disappear from the document.
It is temporarily stored on your computer's **clipboard**.
- Move your cursor to the new location
- Right click, **OR**
- Go to **Edit** menu and select **Paste**
- For a shortcut use the Standard toolbar's **Cut** and **Paste** buttons
- **OR**, use the keyboard shortcuts: **Ctrl + X** then **Ctrl + V**