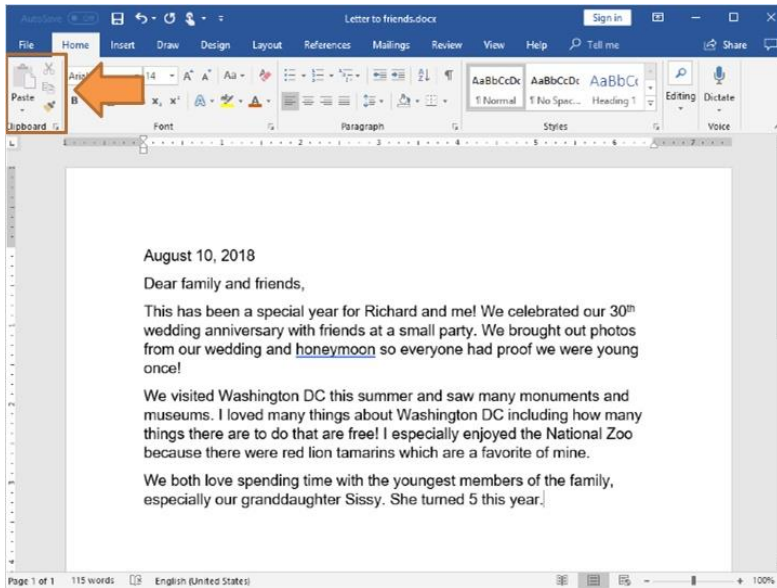


Cut, Copy, and Paste



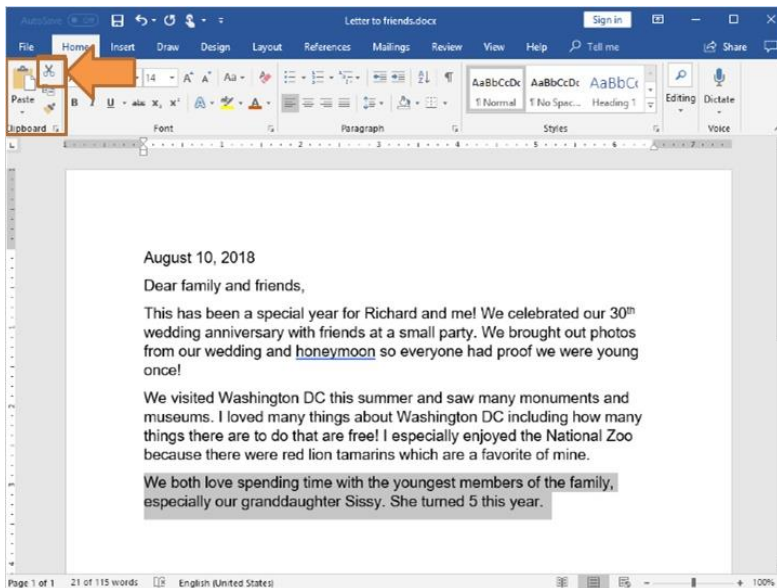
A helpful feature of Microsoft Word, and many other programs, is the ability to cut, copy, and paste. These features allow you to take text or images from one document or file on your computer, and add them into another document or file. You can copy almost any text or image on a computer to paste it into a Word document. Let's see these features in action with Jane's letter.



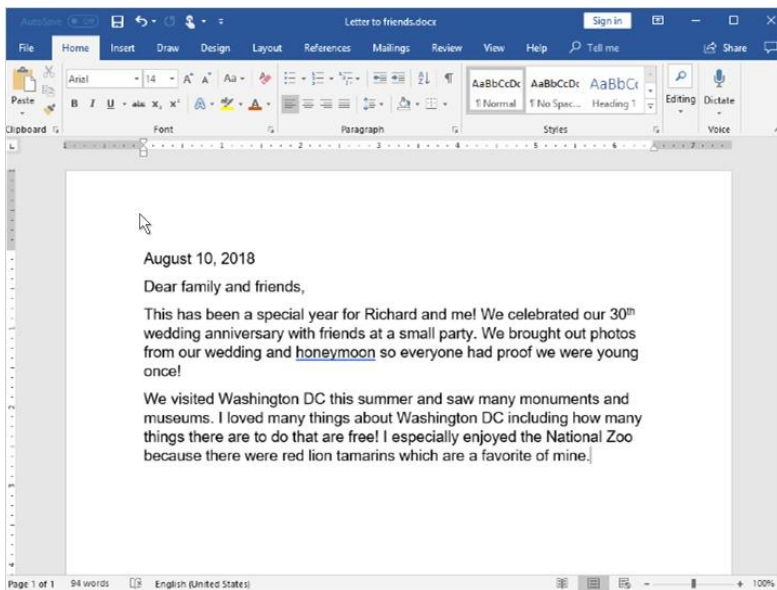
Jane has decided to change the order of paragraphs in her letter. To do that, she will use the cut and paste features in Word.



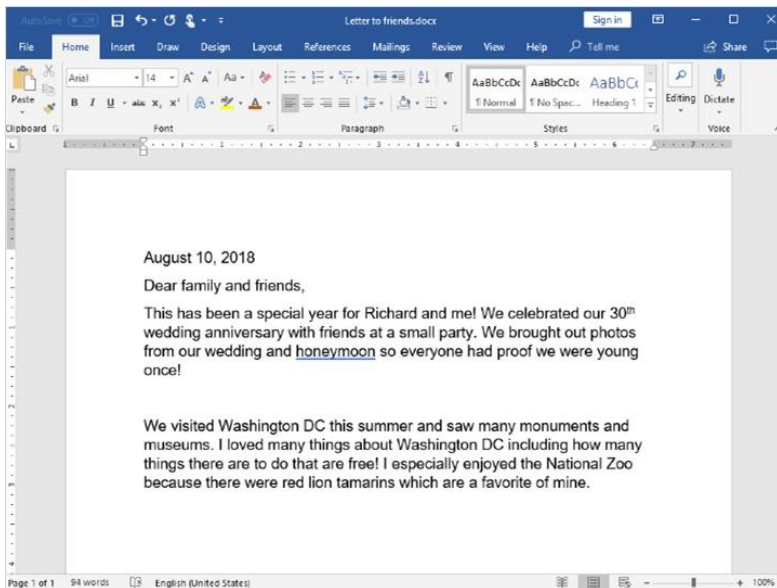
To cut and paste, Jane needs to use the click and drag method again to highlight the text she wants to move.



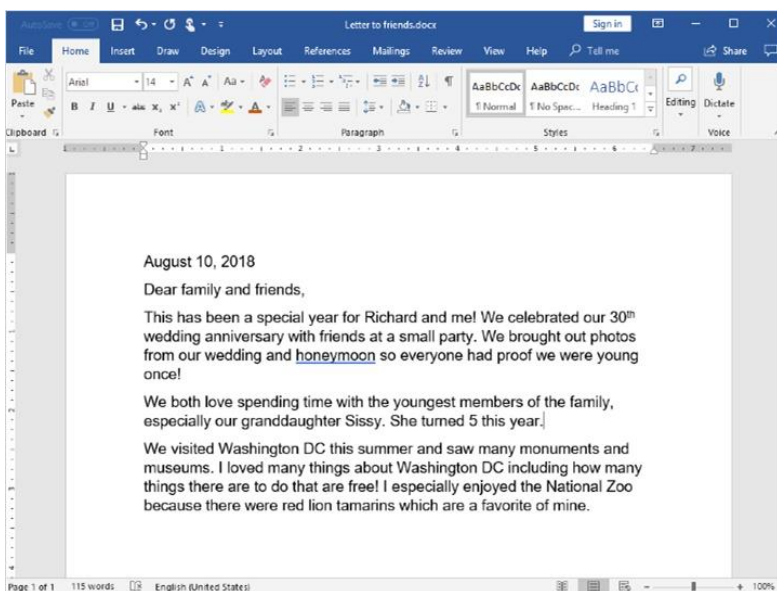
Once the text is highlighted, Jane will go up to the Clipboard menu. Since Jane wants to move this text, she selects the Cut option, which looks like a pair of scissors.



You can see that the text disappears. It's now on the Clipboard, waiting to be pasted.



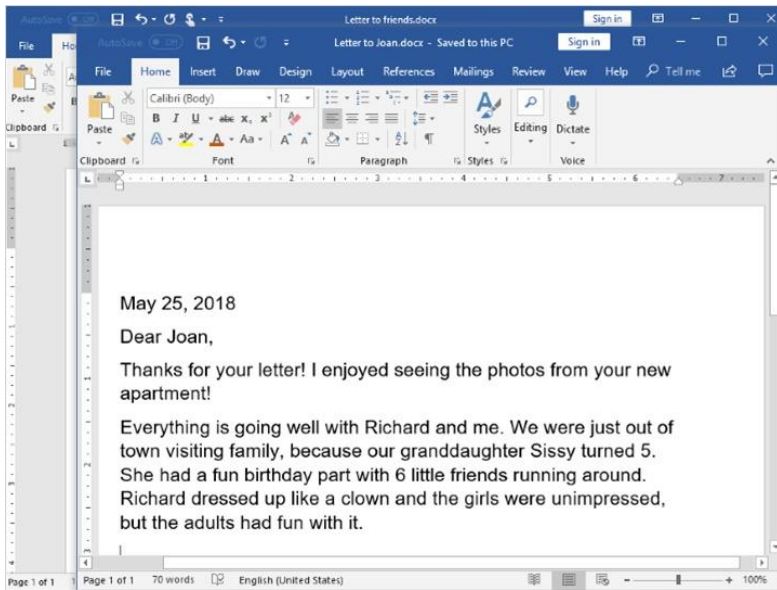
Now Jane clicks to the area where she wants to move this paragraph, and clicks enter to make room.



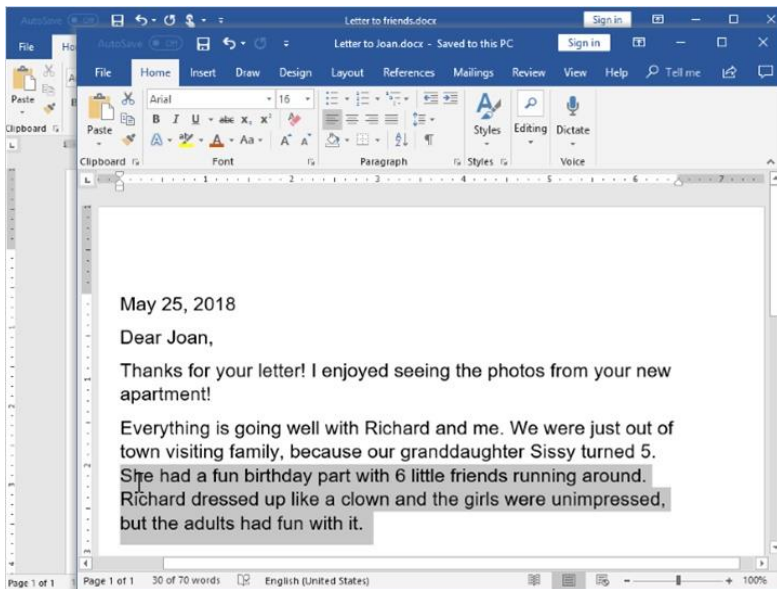
Then Jane clicks on the Paste icon, which looks like a clipboard.

The text is pasted in the spot Jane selected. All she has to do is delete the extra space, and she's finished moving the text.

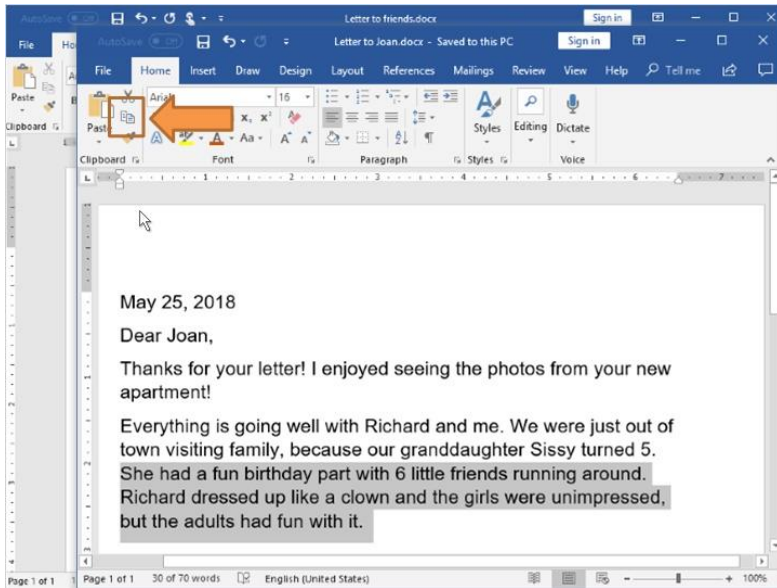
Another feature is Copy. This feature lets you keep the text or image in its original place, while making a copy to insert in another place.



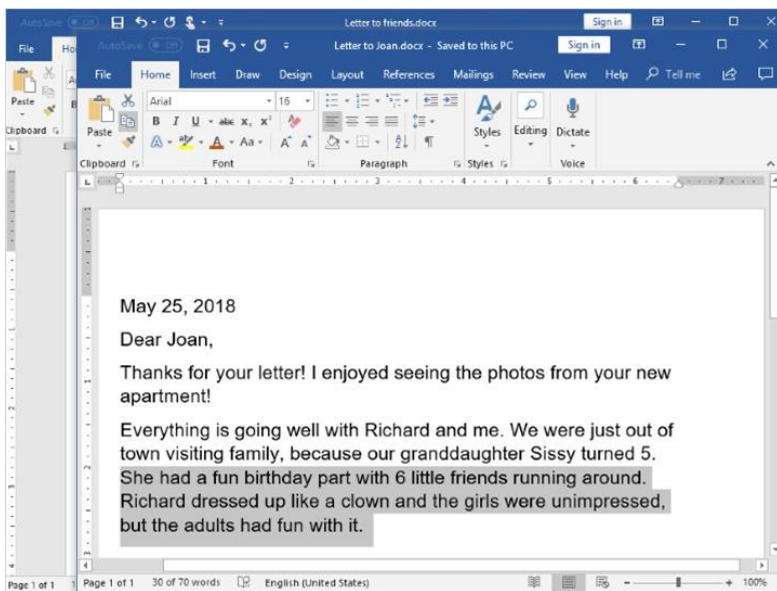
Jane wrote a letter a few months ago, where she described her granddaughter's birthday party to a friend. She has decided to include this same text in the letter she's currently writing. Jane now has that letter open on her computer.



Jane selects the text in the letter that she wants to copy, using the click and drag technique.

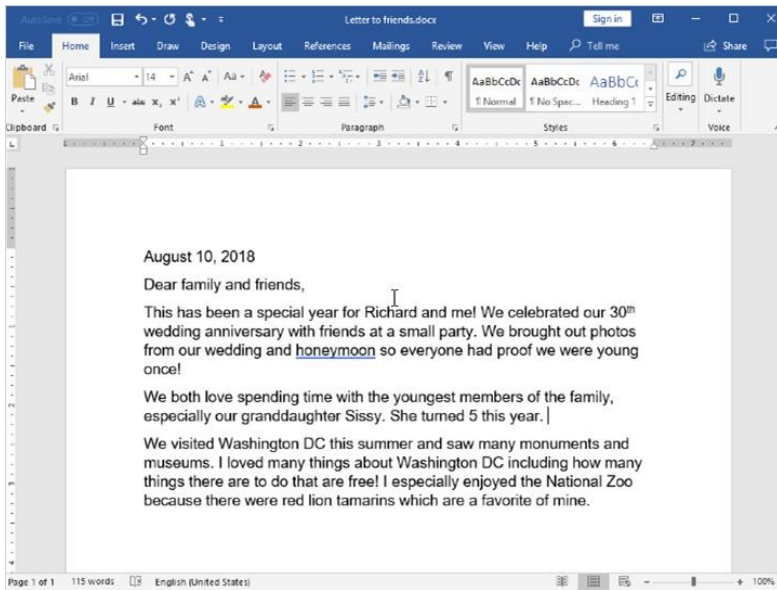


Once the text is selected, she clicks Copy on the clipboard menu. The icon looks like two documents stacked on top of each other.

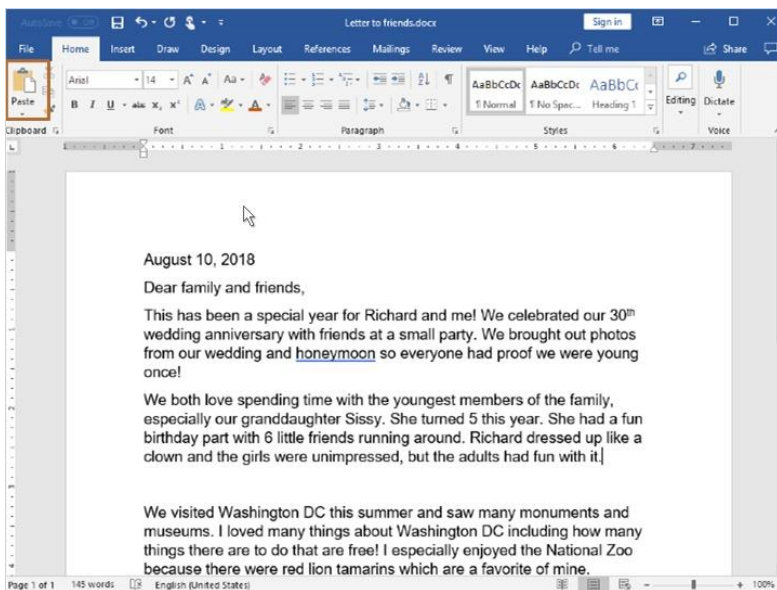


You can see that the text being copied stays in the document, since Jane is using the Copy feature, not the Cut feature.

Now that the text is copied to the clipboard, Jane minimizes the old document to go back to her letter.



She clicks where she wants the text to go,



and then clicks on the Paste icon on the clipboard menu. The text from the old letter is now pasted into the current letter.