Cut, Copy, Paste

2007

Select (or Highlight) Text

Selecting text is the basic first step to modify existing text or to copy or cut text. You must select the text before you can proceed.

There are three basic ways to select text.
❶ Underline the **Mouse**
Dragging
First position the mouse cursor insertion point—which looks like a capital **I**—where you want to start selecting. Hold down the left mouse button while you drag the mouse across the words you want to select.
Clicking
Double-click in a word to select that word.
Triple-click in a word to select that paragraph.
Click in the left margin to select that line.
Double-click in the left margin to select that paragraph.
Triple-click in the left margin to select the entire document.

❷ With the **Keyboard**
Shift + arrow keys — Click at the start or end of the text you want to select. When the blinking cursor is in the correct position, hold down the **Shift** key while you use the arrow keys to select the text.

To select the entire document, press **[Ctrl] A** — hold down the [Ctrl] key while you press [A] key.

❸ With the **Mouse and the Keyboard**
Click at the start of the text you want to select. Hold down the [Shift] key. Click at the end of the section you wish to select.

To select text that is not all together, Click then hold down the Control key [Ctrl] as you drag the mouse across the text you wish to select. Do not let up on the control key and drag the mouse across more text you wish to select.
To select words that are not all together, double click to select a word and then hold down the [Ctrl] key and double click any other worlds you wish to select.
To select a sentence, press the [Ctrl] key and click anywhere in the sentence.
To select the whole document, press the [Ctrl] key and click in the left margin.

To deselect text or make the highlighting disappear, click outside the highlighted text or press an arrow key. Do not click inside the left margin or else you will select another line.

Cut Copy Paste

Copy – For text that you want to duplicate or copy. When you copy something, it remains in its original location and is also placed in the Clipboard. Select the text. Click on Copy. Then, click where you want to position the text. Make sure the blinking cursor is located at the place where you want the copy to go.

Click **Paste** and the selected text will appear by the blinking cursor. Copy is also useful if you want to use the same phrase or symbol or word many times in the same document.

Cut - For text that you want to move to another place. When you cut something, it is removed from its current location and placed in the Clipboard. Select the text. Click on Cut. Then, click where you want to reposition the text. Make sure the blinking cursor is located at the place where you want the text to go.

Click **Paste** and the selected text will appear by the blinking cursor. Cut works the same as copy except the text is removed from the original position.
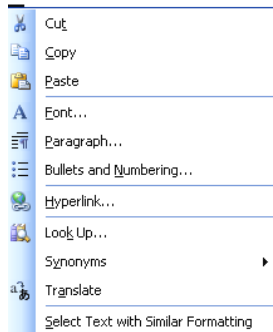
There are six basic ways to Cut, Copy or Paste

1. Ribbon: Use the **Cut**, **Copy** or **Paste** buttons on the Home Ribbon.
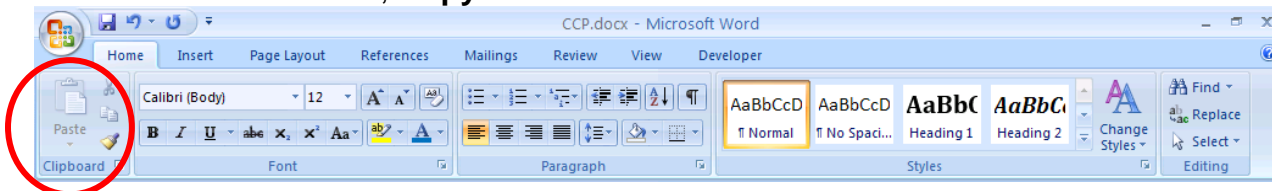
2. Keyboard: Use **[Ctrl] X** to cut; **[Ctrl] C** to copy; **[Ctrl] V** to paste.

3. Right Click: **Right click** on the selected text to see a shortcut menu. **Left click** on Cut, Copy, or Paste.

4. Mouse - Drag and Drop: This method is OK if the original location and the destination are both visible and the distance between the two is relatively small. Also, the text selected will **not** go to the Clipboard. Select the text, press the **right mouse button** and hold

down on it to drag the selected text to a new position. Let go of the right mouse button. A shortcut menu will appear. Left click on **Move Here** or **Copy Here**.

You can also drag and drop selected text while holding down the **left mouse button**. This works much like a right mouse drag except no shortcut menu appears. You only have an option to cut and the selected text will not go to the Clipboard.

5. Print Screen key: The Print Screen key is located on the top row left of the keypad. If you press this key, an exact image of the screen will go to the Clipboard. Use [Alt] [Print Screen] to copy only the active window to the Clipboard. Position the cursor wherever you want the image to appear. Click Paste.

6. Clipboard
In older versions of Microsoft Office, the Clipboard cannot be viewed and it can contain only one item—whatever item was last cut or copied. In Office **XP, 2002, 2003, 2007 and 2010**, the Clipboard can contain up to 24 items and we can *see* the contents of the Clipboard in the Office Clipboard task pane.

To view the Clipboard, Click on the down arrow to the right of **Clipboard** in the Clipboard group on the Home Ribbon.

To paste an item from the Clipboard, click where you want the item to appear. Make sure the blinking cursor appears at that position. Click on an item in the Clipboard and it will appear by the blinking cursor.
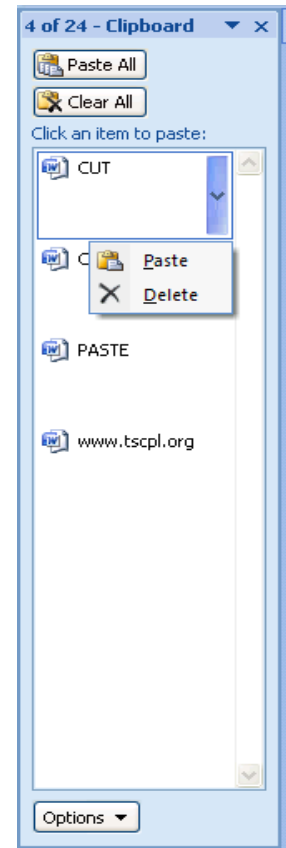
Paste Options Button
This option is available in Office XP/2002/2003/2007/2010.

When you move or copy an item, any formatting (such as font or font size) associated with it travels along. Most of the time, the pasted item will be exactly as you want it and you can ignore the Paste Options Button. After awhile, the Paste Options button will disappear. The Paste Options button will not print.

The Paste Options Button will offer you formatting choices. Click on the button to see the choices.
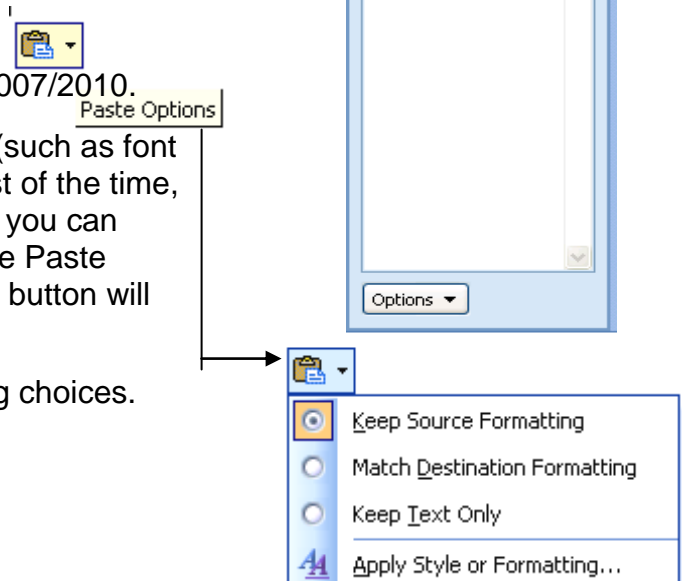
Practice on your own:

Try this:
Open Microsoft Word by clicking
Start | **Programs** | **Microsoft Office** | **Microsoft Office Word**

Type the following poem or a couple of paragraphs with text of your choice.

WHERE THE SIDEWALK ENDS

There is a place where the sidewalk ends and before the street begins, and there the grass grows soft and white, and there the sun burns crimson bright, and there the moon-bird rests his fight to cool in the peppermint wind.

Let us leave this place where the smoke blows black and the dark street winds and bends. Past the pits where the asphalt flowers grow we shall walk with a walk that is measured and slow, and watch where the chalk-white arrows go to the place where the sidewalk ends.

Yes we'll walk with a walk that is measured and slow, and we'll go where the chalk white arrows go, for the children, they mark and the children, they know the place where the sidewalk ends.

by Shel Silverstein

Try this:
Select the last line of text.
- Choose one of the 5 ways to **Cut**..
  Position the cursor under the first line of text by clicking with the mouse.
- Choose one of the 6 ways to **Paste.**
  The line you selected is removed from its original location and pasted at the new location.

Try this:
Select a paragraph..
- Choose one of the 5 ways to **Copy**.
  Position your cursor where you want to place this copy.
- Choose one of the 6 ways to **Paste**.
  The paragraph will be pasted in the new location and the original paragraph stays in its original location

Save your document if you want to use it for practice later.

Click **Office Button** | **Save As**. In the **File name** box at the bottom of the screen, type a name for the file. The **Save in** box will indicate where you are saving your file. **Documents** or a folder in Documents is the best choice. Click **Save.**

The **Task Bar,** below, is for older versions of Windows and is located at the bottom of the screen.
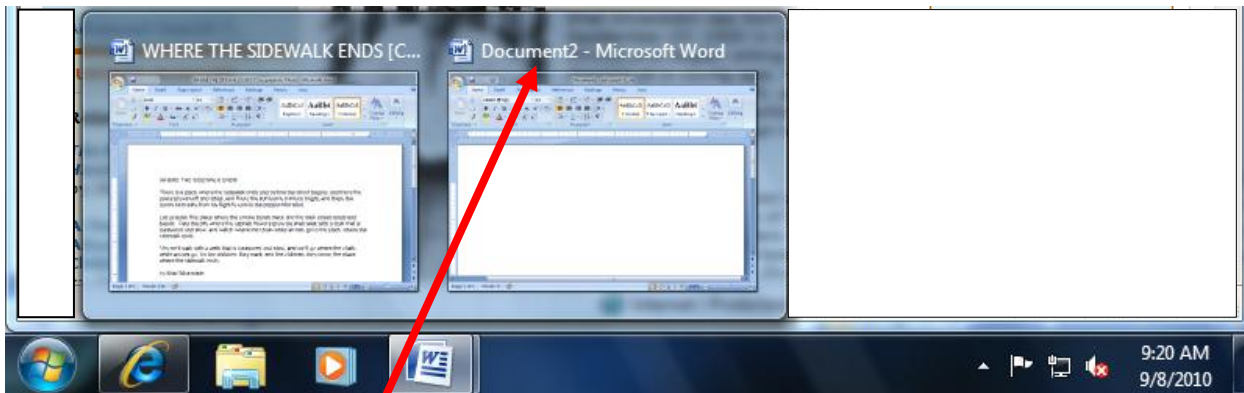
Notice: In the Task Bar you can go back and forth between windows. Click a button on the task bar to go to that window.

Windows 7 **Task Bar** below.

Point at the Word icon in the Task Bar to see all the open Word Documents.

Click on the document name to see that document.

Try this:
Leave your Word document open. Connect to the Internet by clicking on the **Start** button. Click **Internet Explorer** (or your browser program). Or, just click on the short cut button by the Start button. Type the web address **www.poets.org** in the address bar. Press **Enter**.

Click in the Poets box. Type **Silverstein**. Click on the **Go** button to the right of the box. In the middle of the next screen, find *Silverstein, Shel* and click on it.

Copy a picture: Right click in the center of Shel Silverstein's picture.
- Left click on **Copy** in the short cut menu.
- Go back to your Word document (find it in the Task Bar).
- Position the cursor where you want to place the picture.
- Choose one of the 6 ways to **Paste.** The picture will appear on your document page.

Try this:
Go back to the www.poets.org website by clicking on the Internet Explorer button
in the Task Bar

Click on the web address in the Address Bar to select it. It looks like
http://www.poets.org/poet.php/prmPID/104

- Right click on the address. Left click **Copy.**
- Close the website
- Go back to your Word document.
- Click and position the cursor where you want to place the web address.
- Choose one of the 6 ways to **Paste** press the **[Enter]** key **or [Space]** bar. This turns the address blue and underlined and creates an active hyperlink.

Point at the address, press [Ctrl] then click the link. If the computer is actively connected to the Internet, you can access the web site.

Try this:

Return to the Silverstein page at www.poets.org. Find it in the Task Bar by pointing at the Internet Explorer icon   🅮 .

Select some of the text to the right of Shel Silverstein's picture. Note: You can only select text on a web page by dragging the mouse. Look for the mouse pointer to change to an **I** before clicking and dragging.

- Right click on the selected text to see a menu. Left click on **Copy**.
- Go back to the Word document.
- Position the cursor where you want to place the text.
- Choose one of the 6 ways to **Paste.**

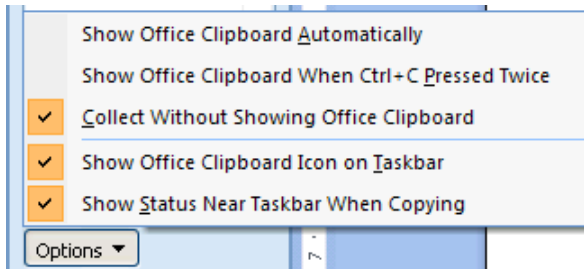**Practice using the Clipboard:**

Try This:

With your Word document open, click on the down arrow by **Clipboard**.

Select the Office Clipboard Options: Click the **Options** button
Make sure that ☑**Collect Without Showing Office Clipboard** is selected.
Decide on other options you would like.

Leave the Office Clipboard open.
To clear old items from the Office Clipboard click **Clear All**.

- Select some text in the document and **Copy.**
- Select some text in the document and **Cut.**
- **Copy** the poet's picture.

Notice they appear in the clipboard task pane.

- Position the cursor somewhere in the document.
- In the clipboard task pane, click on an item to paste it in the document.

The item from the clipboard task pane will be pasted where the blinking cursor is located.