Using the Clipboard: Cutting, Copying and Pasting

- In this tutorial you will learn about the features of the clipboard including cutting, copying and pasting.
- Your clipboard will only hold one selected passage at a time. If you cut or copy another passage, the previous one will disappear.

- **CUTTING** allows you to remove a selected passage (cut it out of your document) and store it on your clipboard. You can then paste it (insert it) in a new location. This is convenient when rearranging paragraphs.
- **COPYING** allows you to copy a selected passage. The original passage will remain at the original location, but a copy will be stored on your clipboard.
- **PASTING** allows you to insert whatever is on the Clipboard back into your document.

The Clipboard

The Clipboard is an area on the HOME Ribbon that allows you to manage content that you cut, copy or want to paste.
Cutting

To cut content, you must first select it.

Step 1: Highlight the passage you wish to cut by clicking on the left mouse button and dragging it over the entire passage.

Step 2: Click on the CUT icon in the CLIPBOARD.

OR you can right click on your mouse and select CUT from the menu.

Shortcut Tip! Click CTRL+X on your keyboard.

Finish: Your passage is now selected and stored on your clipboard. The original passage will no longer be seen in your document.
Copying

To copy content, you must first select it.

**Step 1:** Highlight the passage you wish to copy by clicking the left mouse button and dragging it over the entire passage.

**Step 2:** Click on the **COPY** icon in the **CLIPBOARD**.

*OR* you can right click on your mouse and select **COPY** from the menu.

**Shortcut Tip!** Click **CTRL+C** on your keyboard.

**Finish:** Your passage is now selected and stored on your clipboard. The original passage will remain in its current location.
There are several options for pasting-

**Keep Destination Theme:** This option will format the text to match the theme that’s applied to the document (for more on themes and styles, visit the Microsoft Word Resources Website on Styles).

**Keep Source Formatting:** This option will paste the content exactly how it was cut or copied. This will include formatting like font size and style, spacing, and color.

**Merge Formatting:** This option will merge the formatting of the cut or copied content to fit within the formatting of the area selected. This will change the font size and style, spacing and color.

**Keep Text Only:** This option will only paste the text. It will not include any special formatting that was applied to the original or the new location.
Pasting

Once you have your selected passage on your clipboard (either through using the **CUT** or **COPY** features) you can now paste it into your document.

**Step 1:** Select where you want your passage to go. Click your mouse in that location so that your cursor is flashing.

**Step 2:** Click the **PASTE** icon in the **CLIPBOARD**.

OR

Right click and select **PASTE** from the menu.

Shortcut Tip! Click **CTRL+V** on your keyboard to paste your passage from the clipboard.

Finish: The passage on your **CLIPBOARD** is now entered into its new location.