Copying, Pasting and Cutting Shortcuts

1. Select the text you want to copy.
    a. to select with a mouse = click, hold & drag
    b. to select with the keyboard
        i. move the blinker to the end of the text you want to select with the arrow keys, <Home> key or <End> key
        ii. press and hold the <Shift> key down
        iii. press and release (or hold it down for a faster response) the left arrow key until all the text you want is selected
    c. the text you select becomes highlighted, usually in blue
2. Copy and Paste using the menus
    a. click on the Edit menu
    b. click on Copy
    c. place your insertion point (the blinker) at the place where you want the copied text to appear <u>BEFORE</u> you paste the text into the document
        i. click the mouse in the location you want the blinker to appear OR
        ii. use the arrow keys to move the blinker to the exact place you want
    d. click on the Edit menu
    e. click on Paste
3. Copy and Paste using the keyboard:
    a. press and hold the <Ctrl> key on the keyboard
    b. press the letter "C" on the keyboard
    c. release the both keys
    d. to paste to a new document, or to another location in the same document

  i. place your insertion point (the blinker) at the place where you want the copied text to appear <u>BEFORE</u> you paste the text into the document

    1. click the mouse in the location you want the blinker to appear OR

    2. use the arrow keys to move the blinker to the exact place you want

  ii. press and hold the \<Ctrl\> key on the keyboard

  iii. press the letter "V" on the keyboard

  iv. release the keys

4. Moving text to a new location (cutting) using the keyboard

 a. select the text you want to move, as described in section 1 above

 b. press and hold the \<Ctrl\> key on the keyboard

 c. press the letter "X" on the keyboard

 d. release both keys

 e. NOTE: the text seems to disappear

 f. to paste the text into the document

  i. place your insertion point (the blinker) at the place where you want the text to appear <u>BEFORE</u> you paste the text into the document

    1. click the mouse in the location you want the blinker to appear OR

    2. use the arrow keys to move the blinker to the exact place you want

  ii. press and hold the \<Ctrl\> key on the keyboard

  iii. press the letter "V" on the keyboard

  iv. release the keys

5. Copy and Paste using the mouse

 a. select the text you want to copy

 b. right click into the highlighted/selected area

 c. click on the word Copy from the drop down menu

 d. move your mouse (the I-beam) to the spot where you want to put the text you copied

  e. right click at the spot where you want the text to appear

  f. click on the word Paste from the drop down menu

6. Cut (move) and Paste using the mouse

  a. select the text you want to copy

  b. right click into the highlighted/selected area

  c. click on the word Cut from the drop down menu

    i. NOTE: the text seems to disappear

  d. move your mouse (the I-beam) to the spot where you want to put the text you copied

  e. right click at the spot where you want the text to appear

  f. click on the word Paste from the drop down menu