

Cry for Help

Computer Tips & Tricks for
the novice to the advanced.

Microsoft Word

Cut, Copy & Paste are some of the most powerful operations you can perform in computer software. They work not only within Word, but also across the Microsoft suite of Office software – and across almost all Windows software. For Example; something you take a copy of in Paint, can be pasted into Word or Excel etc.

But did you also know that there are five ways of achieving these actions? First highlight some text in Word then try the following.

- 1) Click one of the options on the Edit menu.
- 2) After highlighting the text, right click on the text again to reveal a pop up menu which includes cut, copy and paste.
- 3) Click on the buttons that look like scissors, two pages and a clipboard. Hover the mouse pointer over each button in turn to check its meaning.
- 4) Use the keyboard combinations of key pairs, Ctrl + X to cut, Ctrl + C to copy and Ctrl + V to paste.
- 5) After highlighting the text to move, click and drag the highlighted text to the new place. If you click and drag with the Ctrl key pressed you will get a “copy” of the text.

Remember also that once something has been copied to the “paste buffer” it can “pasted” as many times as you like.



Jonathan Harris
JnH Software P/L
5259 2304