

# Cry for Help

Computer Tips & Tricks for  
the novice to the advanced.

## **Microsoft Word** - Cut, Copy, Paste

I have spoken previously about Cut, Copy & Paste, but this time I have even more help on this much used ability of Windows. These buttons 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.

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) Right click on the text again to reveal a pop up menu which includes cut, copy and paste.
- 3) Hover the mouse pointer over each button on the toolbar and you will find three specific buttons with these meanings.
- 4) Use the keyboard combinations of key pairs, Ctrl + X to cut, Ctrl + C to copy and Ctrl + V to paste.
- 5) 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 instead of a “move”.

Now in Word version 2003 we not only have access to the most recent item in the paste buffer, but you can also retrieve any previous information. On the “Edit” menu, select the “Office Clipboard” option and *behold!* all the previous “paste buffer” items are now displayed for your re-use. Give it a try and Good Luck!



**Jonathan Harris**  
**JnH Software P/L**  
**5259 2304**