Microsoft Word 2010 – Level 1

6 – Cutting and copying

CORPORATE **LEARNING & DEVELOPMENT**

CUTTING AND COPYING

If there is one skill that you will want to learn in Microsoft Word, it is cutting and copying. With this skill you will be able to easily move or copy text and objects around the pages of a document and also between documents.

Cutting and copying will save you time and effort in instances when you need to duplicate or move information, and it ensures accuracy and consistency.

In this booklet you will:

✓ gain an understanding of the cut and copy processes
✓ learn how to cut and paste text in a document using the ribbon
✓ learn how to copy and paste text using the ribbon
✓ learn how to cut and paste text using the drag and drop method
✓ learn how to copy text using the drag and drop method
✓ learn how to use the *Clipboard* task pane
✓ learn how to use the *Paste Special* tool

UNDERSTANDING CUTTING AND COPYING

Cutting and *copying* are fundamental skills that you will benefit greatly from learning when using a word processor such as Microsoft Word. As an integral part of creating and editing documents, you will constantly call on these skills to achieve fast and accurate results. Cutting and copying present a fast and effective means for moving information rather than tackling it manually.

The Concept

Conceptually, you can think of the cutting and copying processes in terms of literally using a pair of scissors on a piece of paper or a book – the only difference with copying is that you need to incorporate the imaginary services of a photocopier. Anyone with toddlers will no doubt picture the cutting process with clarity.

Cutting information removes that content from its current location and temporarily stores it in a part of the computer's memory called (appropriately) the *Clipboard*. When cut, the information will disappear from the screen, so try not to be too alarmed. When you navigate to the location where you want the information to be moved to, you simply paste it in – as you would with glue or sticky tape. Once on the clipboard, information can be pasted repeatedly until, for instance, you cut or copy different information or close the application.

Copying information makes a replica of the selected information and places it on the clipboard, so that the original content does not disappear. To check that a copy has in fact been made, as there is no real clear indication, you can view the contents of the *Clipboard*.

Once activated, the *Office Clipboard* enables you to cut or copy 24 individual items and store them temporarily. In this way, you can pick and choose which item to paste into various locations.

CLIPBOARD

SOURCE   **DESTINATION**
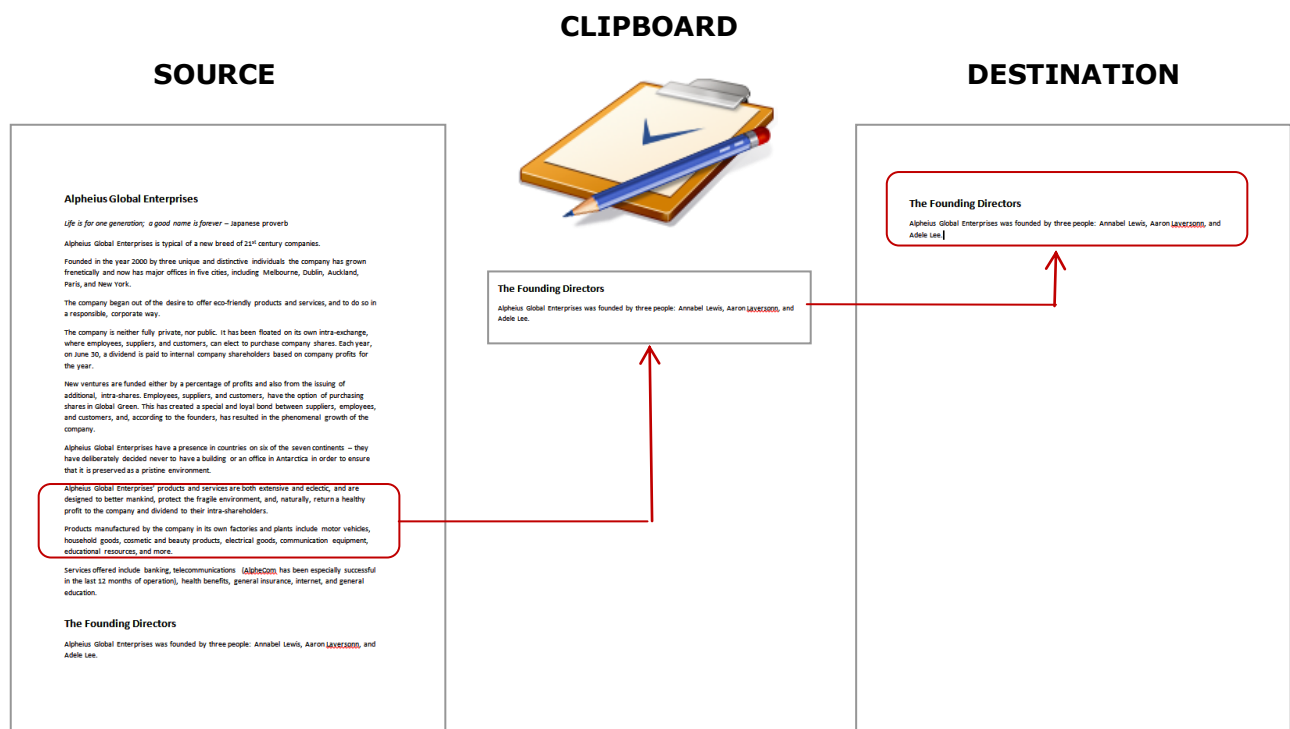
Text can be cut or copied. Depending on the action you take, this text is either moved to or replicated in the Clipboard; an area of the computer's memory.

The Block of text in the Clipboard can be pasted into another location within the same document or even into a different document.

CUTTING AND PASTING

The ***cut and paste*** feature is aptly named as it looks and behaves like a computerised version of cutting with scissors and pasting with glue. When an item is ***cut*** from a document, it is removed from the document and placed into a temporary holding area known as the ***Clipboard***. Data from the clipboard can be ***pasted*** back into the same document or a totally different one.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file W805 Cutting And Copying_1.docx...

1 Press Ctrl + End to move the insertion point to the end of the document

2 Triple-click on the final paragraph to select it

3 Click on the **Home** tab on the ribbon then click on **Cut** ✂ in the **Clipboard** group

The text will be removed from the page and placed into the Clipboard. As the Clipboard is hidden by default, the text will simply disappear...

4 Press Ctrl + Home to move the insertion point to the start of the document

5 Click at the beginning of the first paragraph to reposition the insertion point

6 Ensure that the **Home** tab is active then click on the top half of **Paste** 📋 in the **Clipboard** group

The cut text has now been successfully moved to the beginning of the document

2

had a lot to offer the world. The three agreed to pool their inhe
Global Enterprises.

The rest, as it is said, is history.

3

had a lot to offer the world. The three agreed to pool their inhe
Global Enterprises.

5

The Founding Directors

Alpheius Global Enterprises was founded by three people: Ann
Adele Lee.

All three founders share similar backgrounds.

They were all nominally born on Tuesday, February 29, 1972. W
was the day that all three were left as new-born babies on the

6

The Founding Directors

The rest, as it is said, is history.

Alpheius Global Enterprises was 📋 (Ctrl) ▾ by three people: Ann
Adele Lee.

All three founders share similar backgrounds.

When you paste information, the smart tag 📋 (Ctrl)▾ enables you to choose from a list of paste options, primarily related to the format that you want to apply to the pasted text. To ignore the options, simply press Esc.

For Your Reference...

To ***cut*** and ***paste*** text:
1. Select the text then click on the **Home** tab on the ribbon and click on **Cut** ✂ in the **Clipboard** group
2. Position the insertion point then click on the top half of **Paste** 📋 in the **Clipboard** group

Handy to Know...

- You can also use the keyboard shortcut Ctrl + X to ***cut*** text (this shortcut is easily remembered if you liken the letter X to a pair of scissors!) and Ctrl + V to ***paste*** text.
- You can also cut and paste from one application to another (e.g. Word to Outlook).

COPYING AND PASTING

If you can cut and paste, then you have already mastered the skills required to **copy and paste** information. The techniques for copying text are similar to cutting, except that you need to perform a copy operation rather than a cut operation. Just like cutting, the copied information is also moved to the clipboard; the only difference being that the original data remains in the source document.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W805 Cutting And Copying_2.docx...

1. Double-click on **Directors** in the heading to select it

2. Ensure that the **Home** tab is active then click on **Copy** 📋 in the **Clipboard** group

   Not much appears to happen as the original text remains in place; a copy of the text will have moved to the clipboard, however...

3. Double-click on the word **founders** in the third paragraph to select it

4. Ensure that the **Home** tab is active then click on the top half of **Paste** 📋 in the **Clipboard** group

   The word "Directors" will replace the selected word. Notice that the pasted word has adopted the formatting of the surrounding text. This is the default paste option

1

The Founding Directors
The rest, as it is said, is history.
Alpheius Global Enterprises was founded by three people: Anna
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The Founding Directors
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Alpheius Global Enterprises was founded by three people: Anna
Adele Lee.
All three Directors share similar backgrounds.
They were all nomi 📋 (Ctrl) ▾ on Tuesday, February 29, 1972. W
was the day that all three were left as new-born babies on the s

For Your Reference…

To **copy** and **paste** text:
1. Select the text then click on the **Home** tab on the ribbon and click on **Copy** 📋 in the **Clipboard** group
2. Position the insertion point then click on the top half of **Paste** 📋 in the **Clipboard** group

Handy to Know…

- You can also use the keyboard shortcut `Ctrl` + `C` to **copy** text and `Ctrl` + `V` to **paste** text.

DRAG AND DROP CUTTING

Apart from using the options in the ribbon to cut and paste information, you can also move data by simply ***dragging and dropping*** it. By selecting the text, to indicate the information to move, you then simply click on it and drag it to the new position – once you release the mouse button, it's repositioned. You can also use this method to move graphics, photos, tables and so on.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file W805 Cutting And Copying_3.docx...

1 Click in the margin area to the left of the second paragraph to select it

2 Move the mouse pointer over the selected text, then click and hold down the left mouse button

Notice that the pointer changes to display a small grey box beneath it 🔖*...*

3 Drag the mouse pointer up to the left of the first paragraph

4 Release the mouse button to complete the move

5 Press [Esc] to hide the ***Paste Options*** smart tag

1

The Founding Directors

Alpheius Global Enterprises was founded by three people: Annabel Laversonn, and Adele Lee.

All three founders share remarkably similar backgrounds.

They were all nominally born on Tuesday, February 29, 1972. We sa because this was the day that all three were left as very tiny, new-b steps of the orphanages run by the Holy Sisters of Divine Benevolen peculiar thing is that Annabel was left on the steps of the orphanag

3

The Founding Directors

Alpheius Global Enterprises was founded by three people: Annabel Laversonn, and Adele Lee.

All three founders share remarkably similar backgrounds.

They were all nominally born on Tuesday, February 29, 1972. We sa because this was the day that all three were left as very tiny, new-b steps of the orphanages run by the Holy Sisters of Divine Benevolen peculiar thing is that Annabel was left on the steps of the orphanag

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The Founding Directors

All three founders share remarkably similar backgrounds.

Alpheius Global Enterprises was founded by three people: Laversonn, and Adele Lee.

They were all nominally born on Tuesday, February 29, 1972. We sa because this was the day that all three were left as very tiny, new-b steps of the orphanages run by the Holy Sisters of Divine Benevolen peculiar thing is that Annabel was left on the steps of the orphanag

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For Your Reference…

To ***cut and paste*** text using ***drag and drop***:
1. Select the text
2. Move the mouse pointer over the selected text, then click and hold down the left mouse button
3. Drag the mouse pointer to the desired position and release the mouse button

Handy to Know…

- You can also use the right mouse button to perform a drag and drop move. When you release the right mouse button, after dragging the mouse to the new position, a drop-down menu enables you to move, copy or link the selected text to the new position.

DRAG AND DROP COPYING

In addition to using the ***drag and drop*** technique to move items in Word, you can also use this method to ***copy*** information. Whereas the left mouse button is used to cut and paste text using ***drag and drop***, the right mouse button is used to ***copy and paste*** information. In so doing, a drop-down menu of options is displayed when you release the mouse, enabling you to copy the data.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W805 Cutting And Copying_4.docx...

1 Select the heading at the top of the document

2 Move the mouse pointer over the selected heading, then click and hold down the ***right*** mouse button

Notice that the pointer changes to display a small grey box beneath it...

3 Drag the mouse pointer down to the left of the third paragraph: ***They were all nominally born...***

4 Release the mouse button to display the drop-down menu

5 Select **Copy Here** to paste a copy of the heading into the position of the mouse pointer

6 Press Esc to hide the ***Paste Options*** smart tag

2

The Founding Directors

All three founders share remarkably similar backgrounds.

Alpheius Global Enterprises was founded by three people: Laversonn, and Adele Lee.

They were all nominally born on Tuesday, February 29, 197

4

The Founding Directors

All three founders share remarkably similar backgrounds.

Alpheius Global Enterprises was founded by three people: Laversonn, and Adele Lee.

They were all nominally born on Tuesday, February 29, 197

Move Here
Copy Here
Link Here
Create Hyperlink Here
Cancel

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Each had a similar note enclosed in the basinet which instr

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The Founding Directors

All three founders share remarkably similar backgrounds.

Alpheius Global Enterprises was founded by three people: Laversonn, and Adele Lee.

The Founding Directors

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steps of the orphanages run by the Holy Sisters of Divine B
peculiar thing is that Annabel was left on the steps of the c
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For Your Reference...

To ***copy and paste*** text using ***drag and drop***:

1. Select the text
2. Move the mouse pointer over the selected text, then click and hold down the right mouse button
3. Drag to the desired position, release the mouse button and select **Copy Here**

Handy to Know...

- You can also hold down Ctrl and drag the selected text or object using the ***left*** mouse button to ***copy*** it into a new position.

USING THE CLIPBOARD TASK PANE

Microsoft Word enables you to copy and/or cut up to 24 selections and temporarily store these on the **Office Clipboard**. You can select individual items to paste from the clipboard into different locations within the same document, or into a different document altogether. To achieve this, you need to display the **Clipboard task pane**, which appears on the left side of the screen.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W805 Cutting And Copying_5.docx...

1 Click on the **dialog box launcher** ⬛ for the **Clipboard** group on the **Home** tab to display the **Clipboard** task pane

2 Select the second heading **The Founding Directors**, then click on **Cut** ✂ in the **Clipboard** group to cut it

The text will appear in the Clipboard task pane...

3 Repeat step **2** to cut any other two paragraphs

You will see each one append to the Clipboard list. Let's paste items from the clipboard...

4 Press Ctrl + End to move the insertion point to the end of the document, then press Enter to start a new paragraph

5 Click on the last item listed in the clipboard to paste it into the document

Notice that the item is still listed in the clipboard enabling you to paste it repeatedly...

6 Click on **close** ❌ to close the **Clipboard** task pane
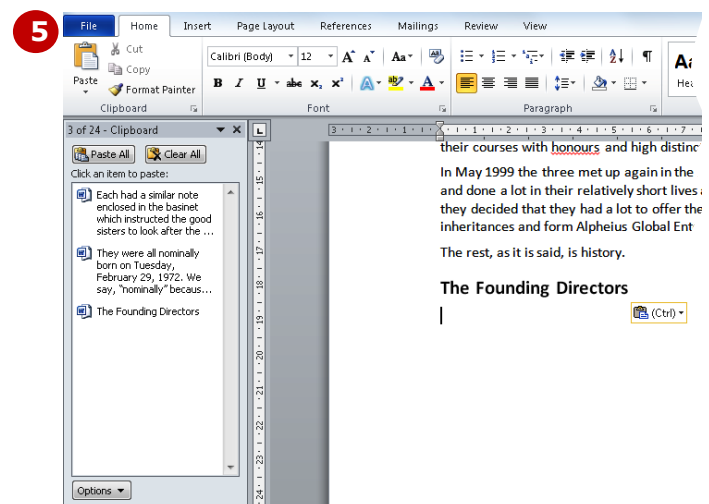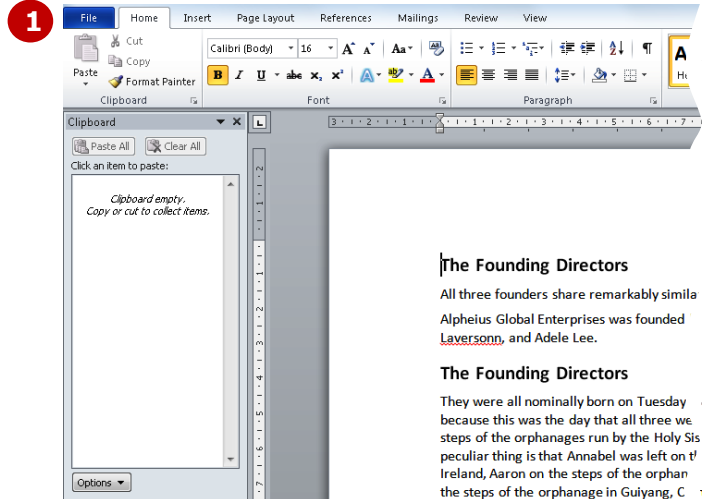
For Your Reference...

To **use** the **Clipboard task pane**:
1. Click on the **dialog box launcher** ⬛ for the **Clipboard** group on the **Home** tab
2. Cut or copy information
3. Position the insertion point and click on an item in the **Clipboard** task pane to paste it

Handy to Know...

- To remove an item from the **Clipboard** task pane, point to the item to display a drop arrow, then click on the drop arrow and select **Delete**.
- If you shut down the computer, all items in the clipboard will be deleted.

USING PASTE SPECIAL

Paste Special is a pasting technique within Microsoft Word that enables you to select the format in which you want copied or cut information to be inserted into the document. For instance, text that has been copied from a source document with formatting already applied can be pasted into its destination as unformatted text, in HTML format or even as a picture object.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file W805 Cutting And Copying_12.docx...

1 Select the heading and Japanese proverb at the top of the page

2 Click on the **Home** tab on the ribbon, then click on **Copy** in the **Clipboard** group

We will now paste this text at the bottom of the document, without any formatting. We can achieve this using Paste Special...

3 Press [Ctrl] + [End] to move to the end of the document and press [Enter]

4 Click on the lower half of **Paste** in the **Clipboard** group and select **Paste Special** to display the **Paste Special** dialog box

5 Ensure that **Paste** is selected then click on **Unformatted Text** under **As**
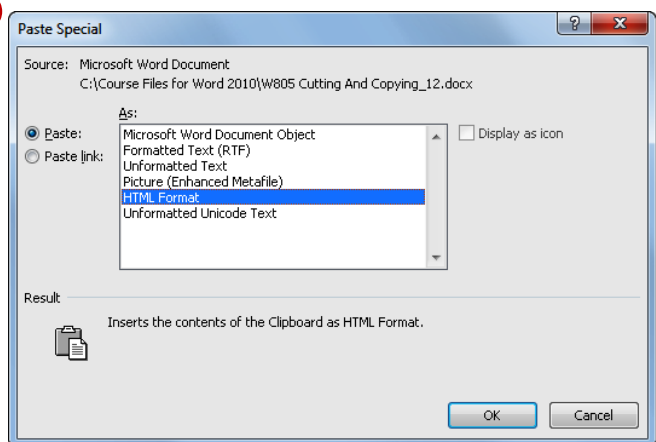
6 Click on **[OK]** to paste the copied text

Notice that the copied text, which previously had various formatting styles applied, is now pasted in the destination document as plain, default text: Calibri 12pt

1

Alpheius Global Enterprises

Life is for one generation; a good name is forever – Japanese proverb

Alpheius Global Enterprises is typical of a new breed of 21st century companies.

Founded in the year 2000 by 3 unique and distinctive individuals the company has grown at a frenetic pace and now has major offices in five cities, including

4

Paste Special

Source: Microsoft Word Document
C:\Course Files for Word 2010\W805 Cutting And Copying_12.docx

As:

○ Paste:
○ Paste link:

Microsoft Word Document Object
Formatted Text (RTF)
Unformatted Text
Picture (Enhanced Metafile)
HTML Format
Unformatted Unicode Text

☐ Display as icon

Result

Inserts the contents of the Clipboard as HTML Format.

[OK] [Cancel]

*The **Unformatted Text** option in the **Paste Special** dialog box is particularly useful, for instance, when you want to copy information from a Web page and paste it into your document. A standard **Paste** command will add Web styles to your document.*

6

communication equipment, educational resources, and more.

Services offered include banking, telecommunications (AlphECom has been particularly productive in the last 12 months of operation), health benefits, general insurance, internet, and general education.

Alpheius Global Enterprises

Life is for one generation; a good name is forever – Japanese proverb

(Ctrl) ▾

For Your Reference...

To use **Paste Special**:
1. Select the text, then click on **Copy** in the **Clipboard** group
2. Position the insertion point, then click on the lower half of **Paste** in the **Clipboard** group and select **Paste Special**
3. Select an option and click on **[OK]**

Handy to Know...

- Various **Paste Options** will appear when you click on the lower half of **Paste**. For example, if you have copied text you can select to **Keep Source Formatting**, **Merge Formatting** and **Keep Text Only**. Hovering over the options will display a Live Preview of how each option will appear in the document.

CONCLUDING REMARKS

Congratulations!

You have now completed the **Cutting and copying** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as listed in the objectives on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here...

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**