

Cut – Copy – Paste

Most of us are already aware of the Windows features of Cut, Copy and Paste. What isn't always clear is that these features are probably a little more flexible than we realize.

Lets start at the beginning... what is Cut, Copy and Paste?

A simple example would be to use the analogy of cutting a piece of text out of you letter with a scissor and then pasting it back in somewhere else with a piece of tape.

You can cut text out of your document with the computer and past it back in somewhere else, instead of deleting it from one place and then retyping it back somewhere else.

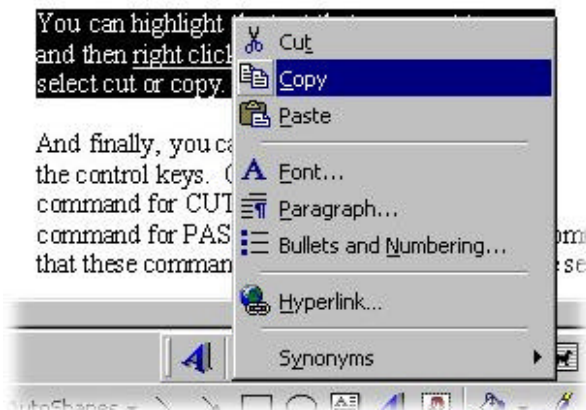
Where are these commands?

Like everything else in Windows, there are several ways to cut, copy and paste. You can select these features from the edit menu, you can click on an icon that is on a toolbar, or you can use the keyboard. Let me show you... if you click on the edit menu item, you will see a dropdown menu that looks something like this →

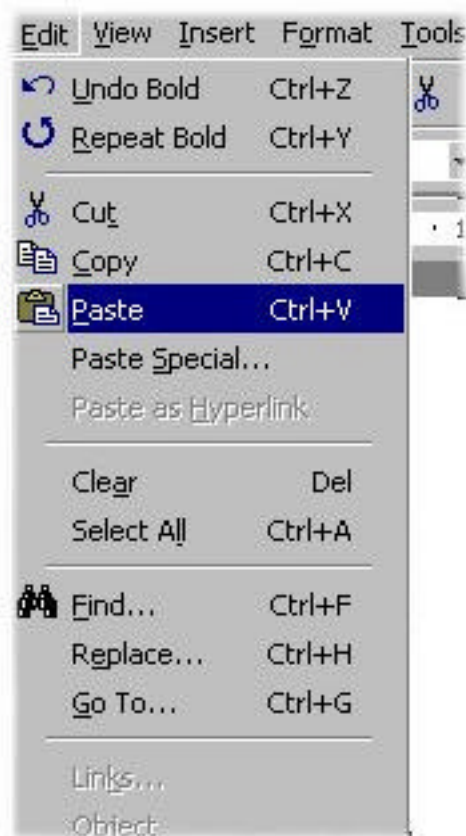
Or, if they are on a toolbar, they might look something like this ↓



You can highlight the text that you want to copy, and then right click on that highlighted text and select cut or copy.



And



finally, you can use the keyboard by using the control keys. Control and X is the keyboard command for CUT, Control and V is the command for PASTE, and Control and C is the command for COPY. Notice on the edit menu that these commands are listed next to each of the selections.

Ok, so now I know where they are, but...

How do I use these commands?

I thought you'd never ask.... They are easy to use. Just highlight the text you want to cut or copy, select the cut or copy command from the menu, toolbar, or by the keyboard. You're halfway done already. Next, place your cursor at the point you want to reinsert the text, and select the paste feature from the edit menu, toolbar, or keyboard. Done! It's that easy!

Here we go again, what does "*highlight the text*" mean?

To highlight text that you wish to cut or copy, simply place your mouse pointer at the beginning of the text to be cut or copied, and click down and hold the left mouse button. Drag your mouse over the text to be worked with and release the mouse button when all of the text you want to copy or cut is highlighted. The computer will reverse the background and foreground colors of the text you are dragging your mouse pointer over, this is called highlighting.

Ok, this sounds nice, but you said it was flexible...

Where's the flexibility?

Ok, did you know that you can cut or copy from one document and paste into another? You did! Well, did you know that you can also cut, copy or paste pictures as well? You do that the same way as text, highlight the picture, or select it from a menu, and use the cut, copy and paste features from the menu, toolbar, or keyboard.

You can copy and past files or folders from one place to another in My Computer or in Windows Explorer. Simply select the file or folder you want to copy or cut, then go to where you want to paste it, and select paste from the menu.

You can also paste many times. Once you have cut or copied something, you can past it in again over and over again. (as long as you don't cut or copy something else in the mean time.) This makes entering repetitive text easier.

When you cut or copy something, you are actually placing a copy of it on the clipboard. The clipboard is a temporary storage place for copied and clipped items.

Sometimes you want to copy or paste something into a document, or window and the copy and paste icons or edit menu is not available. This is when you need to remember the keyboard functions.

Is there more?

Yes! You can paste and replace text at the same time. After you have copied some text to the clipboard, you can highlight a second text item that you want to replace and select paste. This will delete the highlighted text and replace it with the text that you have on the clipboard.