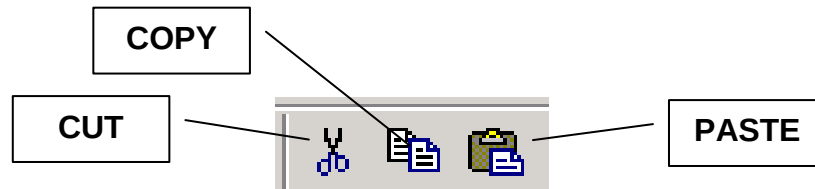


Moving text within and between documents.

What is the computer clipboard?

The 'Clipboard' temporarily stores text or graphics while they are being moved or copied, within the same file; or between different files or applications, such as Word and Excel. Information put on the clipboard (with the **CUT** or **COPY** buttons), remains there until you put it into the new location (using the **PASTE** button), or until you exit Windows.



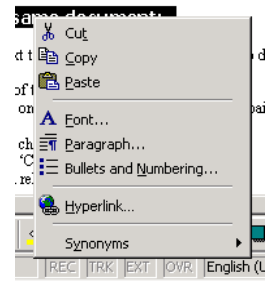
Cut and paste within the same document:

1. First select or 'highlight' the text you wish to move. (If unsure how to do this, ask your tutor to demonstrate).
2. Next 'Cut' the text using one of the following methods:
 - a. Click the 'Cut' button (On Standard toolbar), or
 - b. Right mouse click and choose 'Cut', or
 - c. Use the shortcut keys, 'Ctrl + x',

Any one of these methods will relocate your text to the clipboard.

3. Now click to position the cursor where the text is required,
4. Next paste the text back in, using one of the following:
 - a. Click the 'Paste' button on the Standard toolbar
 - b. Right mouse click and choose 'Paste' or
 - c. Use the shortcut keys 'Ctrl + v'

Your text should now be visible in its new position.



b. Right mouse menu

Cut and paste between different documents or applications:

1. First select or 'highlight' the text you wish to move.
2. Next 'Cut' the text using one of the following methods:
 - a. Click the 'Cut' button on the Standard toolbar
 - b. Right mouse click and choose 'Cut', or
 - c. Use the shortcut keys 'Ctrl + x',

Any one of these methods will relocate your text to the clipboard.

5. Now position the cursor in the document or file where the text is required and click. (If you are not sure how to switch between open programs or files ask your tutor to demonstrate).
6. Next paste the text back in using one of the following:
 - a. Click the 'Paste' button on the Standard toolbar
 - b. Right mouse click and choose 'Paste' or
 - c. Use the shortcut keys 'Ctrl + v'
 - d. Your text should now be visible in its new position

Copy and paste within the same document:

1. First select or 'highlight' the text to be copied. (If unsure how to do this, ask your tutor to demonstrate).
2. Next 'Copy' the text using one of the following methods:
 - a. Click the "Copy" button on the Standard toolbar, or
 - b. Right mouse click and choose 'Copy', or
 - c. Use the shortcut keys, 'Ctrl + c'

Any one of these methods will copy your text to the clipboard

3. Now position the cursor where the text is required and click
4. Then paste the text back in using one of the following:
 - a. Click the 'Paste' button on the Standard toolbar.
 - b. Right mouse click and choose 'Paste' or
 - c. Use the shortcut keys 'Ctrl + v'

Your text should now be visible in its new position.

Copy and paste between different documents or applications:

1. First select or 'highlight' the text to be copied.
2. Next 'Copy' the text using one of the following methods:
 - a. Click the 'Copy' button on the standard toolbar
 - b. Right mouse click and choose 'Copy' or
 - c. Use the shortcut keys 'Ctrl + c'

Any one of these methods will copy your text to the clipboard

3. Now position the cursor in the document or file where the text is required and click. (If you are not sure how to switch between open programs or files ask your tutor to demonstrate).
4. Next paste the text back in using one of the following:
 - a. Click the 'Paste' button on the Standard toolbar
 - b. Right mouse click and choose 'Paste' or
 - c. Use the shortcut keys 'Ctrl + v'

Your text should now be visible in its new position

Moving text by Dragging within the same document:

1. Select or highlight the text to be moved
2. Click and hold down the left mouse button (in highlighted area) and drag the text to the required position.

Moving text using another keyboard method within the same document (For those with not so steady a hand!):

1. Select or highlight text
2. Press key 'F2'
3. Click where you require text
4. Press 'Enter'