Word 1
Module 4

Contents

Module 4 – Copy, Cut, & Paste Text

Performance Objectives:

▪ Move text using *Cut* and *Paste* from one location to another

▪ Copy text using *Copy* and *Paste*

Overview

When you move text around in a document, you copy the text to the "clipboard", delete the original text, and place the contents of the clipboard in the destination location. This type of editing is called ***Cut and Paste***.

Class Demo/Walkthrough 4.1

1. Open ***Master Walkthrough***

2. Save it as Student Practice 4.1 to your Documents folder.

3. Show/Hide to display paragraph markers.

Cut & Paste in the Same Document

Cut When you cut text, you remove it from where it is. However, the computer keeps this cut material on the clipboard. You can easily view the clipboard. With the *HOME* command tab selected in the ribbon, click on the arrow at the bottom-right of the *Clipboard* group.

First, you must select some text to cut it. There are at least 2 ways to cut:

- From the *Clipboard* group of the *Home* tab of the ribbon menu, click *Cut*
- From the keyboard, use Ctrl+X.

Copy When you copy selected text, you do not remove it from where it is, but you put a copy of it in the clipboard. There are at least 2 ways to copy:

- From the *Clipboard* group of the *Home* tab of the ribbon, click *Copy*.
- From the keyboard, use Ctrl+C.

Paste Allows you to insert what is on the clipboard at the location(s) you choose. Make sure your insertion point is flashing in the place you want to insert. There are at least 2 ways to paste:

- From the *Clipboard* group of the *Home* tab of the ribbon, click *Paste*
- From the keyboard, use Ctrl+V.

Student Practice 4.2

1. Open Student Practice 4.2 and save it to your Documents folder with the same name.
2. Follow the instructions.
3. When done, save it with the same name.

Student Practice 4.3

1. Open Student Practice 4.3 and save it to your Documents folder with the same name.
2. Follow the directions and save it with the same name.
3. When done, save it with the same name.

Cut & Paste from a Different Document

When you copy (or cut), you are placing the copied text on the clipboard where it remains until you replace it with another copy or cut function.   This enables you to copy between documents and other Microsoft software since the clipboard is resident for all Microsoft packages.

In Word, you can have multiple windows open at the same time. By keeping windows open, you can easily copy or move text between documents. To toggle between open windows, click on the document name in the taskbar at the bottom of the screen.

Class Demo/Student Walkthrough 4.4

1. Review again how to locate documents in folder. You will be switching back and forth between documents.
2. Create a new blank document. Type the sentence: "I am copying text from one document to another."
3. Open Student Practice 4.2 from Week 4 folder.
4. Select the entire document and Copy.
5. Switch back to Document1 (click on Document1 from the Task bar at the bottom of the screen).
6. Place the insertion point under the sentence you typed and click Paste.
7. Text that has been copied/cut can then be edited. Change the title to Student Practice 4.4.
8. Save the document as Student Practice 4.4 in your Documents folder.
9. Repeat this walkthrough several times for practice. Try cutting the text vs. copying. Note: If you cut text from a document, when you close, it will ask you if you want to save the changes. Click No, if you really meant to copy.

Student Practice 4.5

1. Create a blank document. Type the following:

    "I have just learned how to copy and cut text from one document to another. I am going to copy some text and insert it below."

2. Save the document as Student Practice 4.5 in your Documents folder.

3. Open Student Practice 4.3 from Week 4 folder.

4. Copy the list of colors from Step 1.

5. Return to Student Practice 4.5

6. Paste the list of colors below the text.

7. Edit the list - delete the color *Brown.*

8. Add two more colors of your choice to the list.

9. Save

Extra Practice to do at home

Open Homework 4.1 in the Week 4 folder and follow the directions.