




CUT, COPY and PASTE

This handout:

- Identifies Edit tools on the standard tool bar
- Includes illustrations
- Include instructions to use Edit tools
- Includes exercises

EDIT TOOLS – CUT, COPY and PASTE

The following tools can be found on the standard tool bar:

Icon	Function	Purpose	Also in EDIT menu?
	Cut	Cut word(s)/image(s) before pasting elsewhere	Yes
	Copy	Copy word(s)/image(s) and paste in different places	Yes
	Paste	Insert word(s)/image(s) from elsewhere	Yes

CUT, COPY AND PASTE

Before you use any of these tools you must tell the computer which word(s) or image(s) you want to cut or copy. So **SELECT** them first.

To select a word:

1. Place pointer over a word
2. Double click on the word

The word will appear in a different colour with a different coloured background, e.g. Word will appear something like **this.**

To select a line of words:

1. Place pointer just to the left of the line (in the left margin)
2. Click once

The line will appear in a different colour with a different coloured background, e.g. **The line will look something like this.**

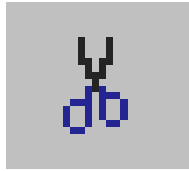
To select a group of words or a paragraph:

1. Place the pointer immediately to the left of the first word in the group.
2. Click once to position the blinking cursor at the start of the word.
3. Hold down the SHIFT key
4. Place the pointer immediately to the right of the last word in the group or paragraph.
5. Click once
6. The words will appear **something like this**
7. Release the SHIFT key

To Cut or Copy:

1. Select the word(s)/image(s) as explained above

2. Click on Cut



or Copy

**To Paste**

1. Decide on a place to paste the word(s) or image(s)
2. Place the pointer in this place
3. Click once to position the blinking cursor in the chosen place

4. Click on Paste

