

Lancaster Senior Citizen Center

Computer Tip No. 06

Cut, Copy and Paste

Before you can Cut or Copy text, It must be selected. To select text, place the cursor where you want to begin cutting or copying. Holding the left mouse button down, drag the cursor across the information you want. You'll see your computer "highlight" it as you go. You can select a word, a sentence , a paragraph or the whole text by dragging and highlighting.

Now that you have made the selection

- 1.Go to **EDIT** menu and select **COPY**.
- 2.Bring up a blank page or document
- 3.Position the cursor exactly where you want the highlighted portion to be pasted.
4. Then from the **EDIT** menu, select **PASTE**. The text is now pasted in your document

To copy a continuous section

Place the cursor at the start of your selection. Hold the **Shift Key** down and place the cursor at the end of your selection and click the right mouse button. Your selection is highlighted. Go to **EDIT** menu and select **COPY**. Then from the **EDIT** menu, select **PASTE**

To copy an entire article,

You can copy the entire article by the above method or as follows
Go to **EDIT => SELECT ALL**. Then **EDIT => COPY**
This will highlight the entire article instantly. Now go ahead and paste wherever you like. **EDIT => PASTE**

NOTE: It is a lot quicker using the keyboard shortcut keys once the selection has been made
Here they are:

Copy	CTRL C	Same as EDIT => COPY
Paste	CTRL V	Same as EDIT => PASTE
Cut	CTRL X	Same as EDIT => CUT

Another method once the selection has been made is using the mouse. Place the cursor in the selection you have made and click the right mouse button. You now have the choice to **Cut, Copy or Paste**.