Microsoft Office 2007
Cut, Copy and Paste in Microsoft Word

Cut, Copy and Paste are common ways to edit text in a document. Microsoft Word 2007 makes it easy to edit your documents. This Low Threshold Activity will cover quick and easy methods for cutting, copying and pasting text within a document.

The commands for Cut, Copy and Paste are located in the Clipboard Group on the Home Tab. The Clipboard Group is located in the upper left side of your document window below the Office Button.

Copy and Paste Text:

To copy text from one place and paste to another you must first select (or highlight) the text you want to copy. For this tutorial we will select the sentence “The quick brown fox jumped over the lazy dog.” To select text, left click and drag the mouse to the end of the text you want to copy.

Go to the Clipboard Group and click on the Copy button.

The quick brown fox jumped over the lazy dog.
Move the cursor to the place in the document where you want the copied text to appear.

Click the **Paste** button.

![Image of Microsoft Word interface with Paste button highlighted]

**Cutting and Pasting Text:**

To **Cut** and **Paste** text, first highlight the text you want to cut. Click the **Cut** (scissors) button. Move the cursor to the place in the document where you want to paste the text.

![Image of Microsoft Word interface with cut and paste buttons highlighted]

Click the **Paste** button. The text is now located below the first line.
Cutting (or Deleting) Text:

To cut (delete) text, highlight the text you want to delete.

Click the **Cut** (scissors) button.

The highlighted text is now deleted.

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http://CTLSilhouette.wsu.edu/surveys/ZS36378

Thank you!