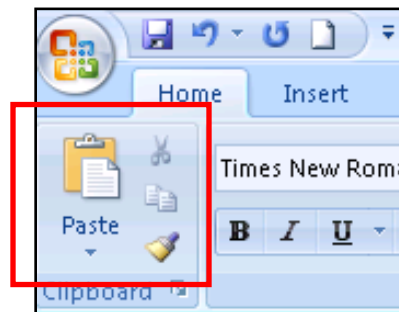


# Microsoft Office 2007

## 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**.

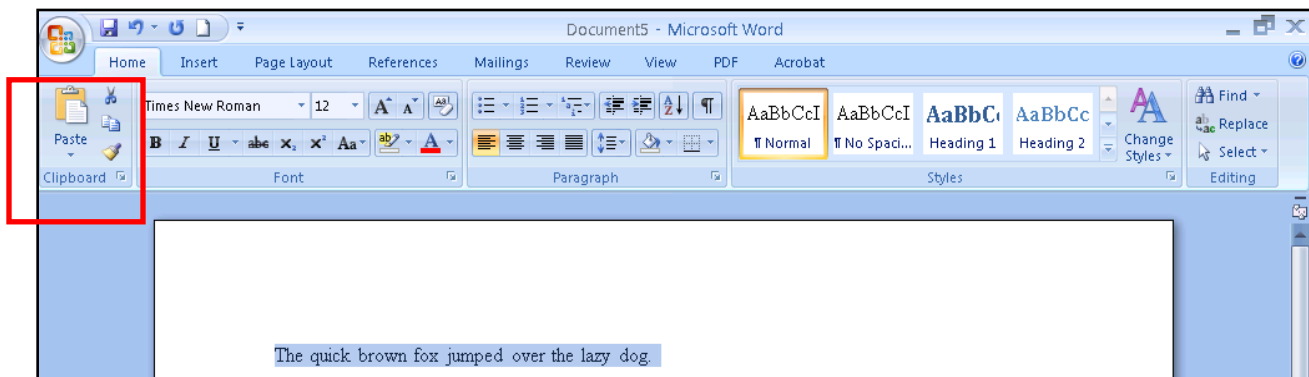


### Copy and Paste Text:

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.



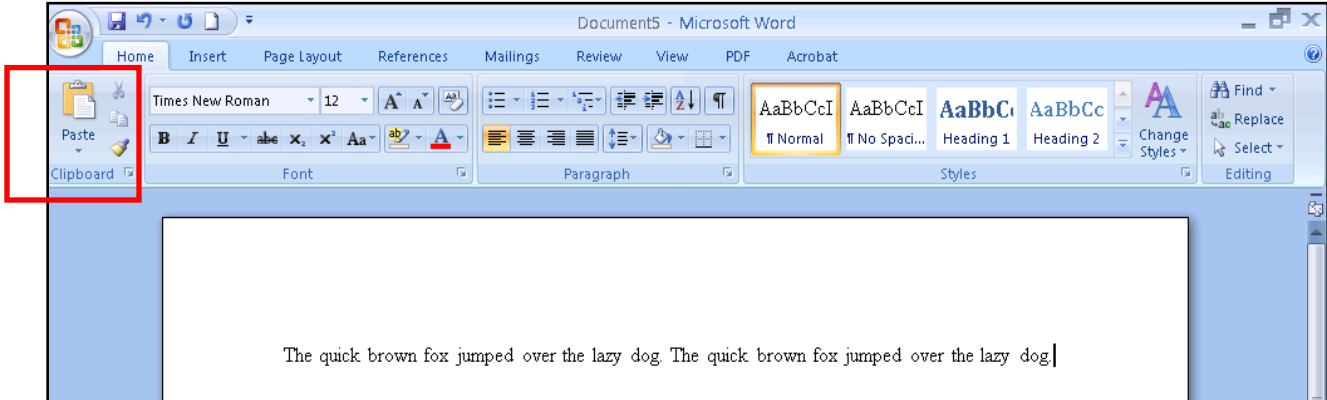
Go to the **Clipboard Group** and click on the **Copy** button .



Move the cursor to the place in the document where you want the copied text to appear.



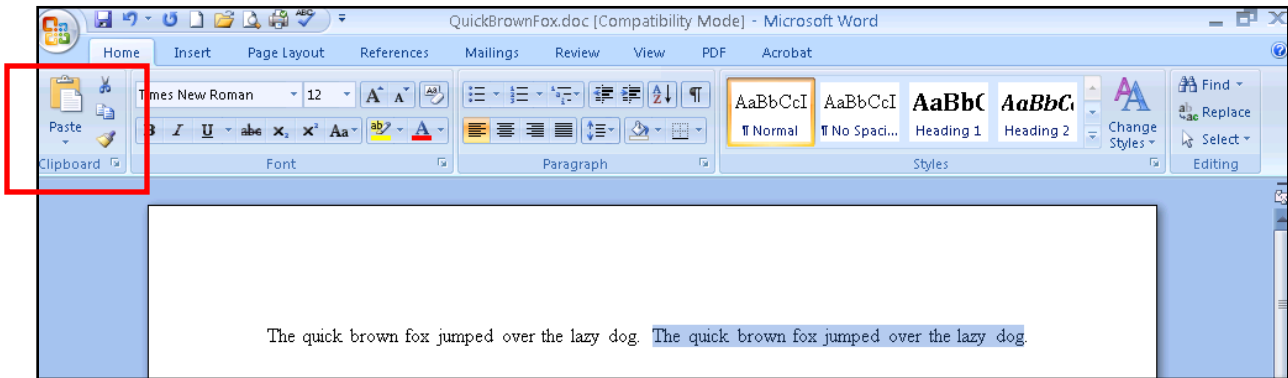
Click the **Paste** button .




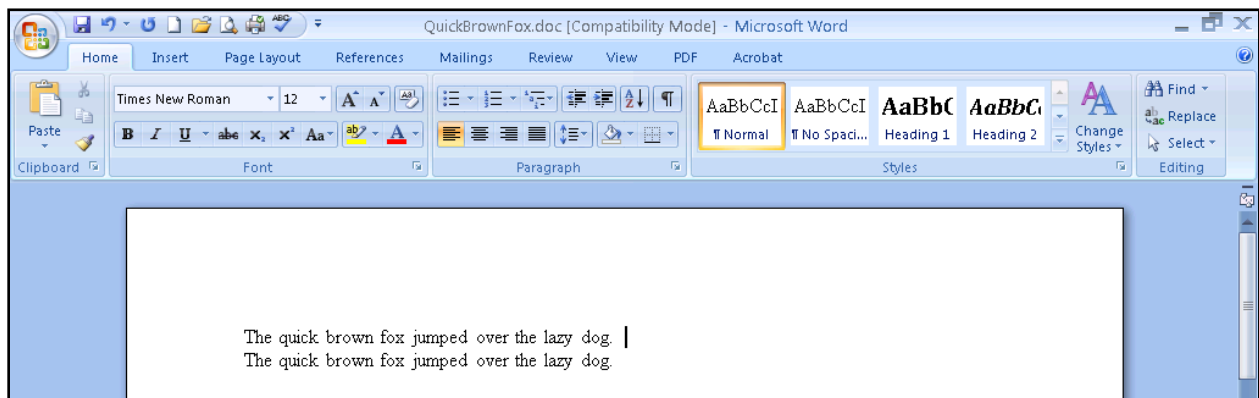
### Cutting and Pasting Text:



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.



Click the **Paste** button . The text is now located below the first line.

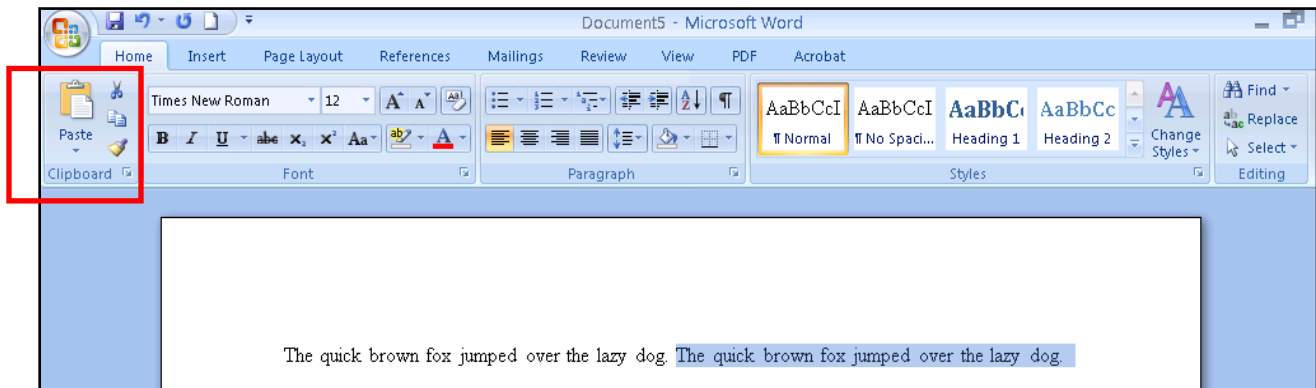


## Cutting (or Deleting) Text:

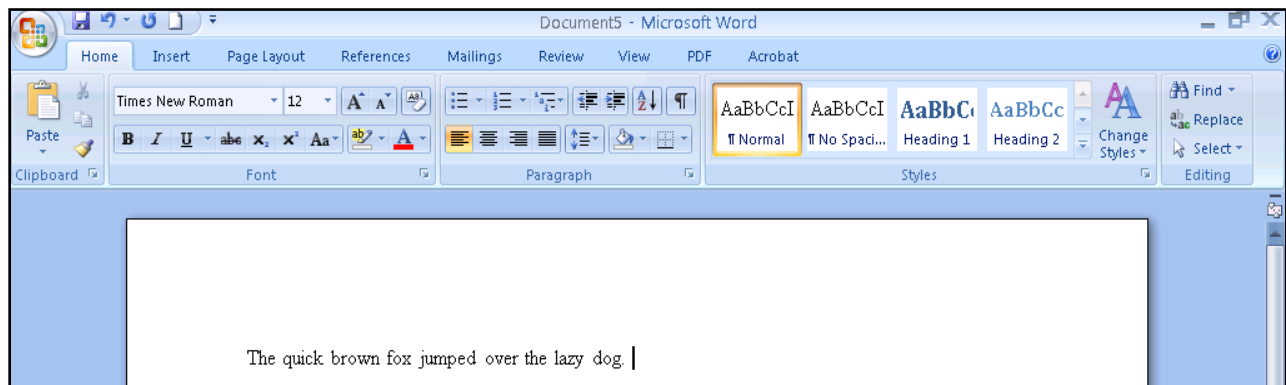
To cut (delete) text, highlight the text you want to delete.



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



The highlighted text is now deleted.



**Your feedback is important to me – what did you think of this LTA? Please take a minute and fill out a short survey at the following link:**

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

**Thank you!**