SLO 1.4

Moving and Copying Text

Editing is an important phase in document creation. Editing involves not only proofreading and correcting grammar and spelling mistakes but also arranging text within a document, which includes cutting, copying, and pasting. Word provides tools to easily move and copy information within a document or between multiple documents.

Move Text

Moving text removes it from one location (cut) and places it in another location (paste). Two methods used to move text are *drag and drop* or *cut* and *paste*.

> **ANOTHER WAY**
>
> Press **Ctrl+C** to copy.
>
> Press **Ctrl+X** to cut.
>
> Press **Ctrl+V** to paste.

HOW TO: Move Text Using Drag and Drop

1. Select the text you want to move.
   - Refer to the "Select Text" section in *SLO 1.2: Entering and Selecting Text* for methods of selecting text.
2. Click and hold the selected text with your pointer.
3. Drag the text to the desired new location and release the pointer (**Figure 1-22**).
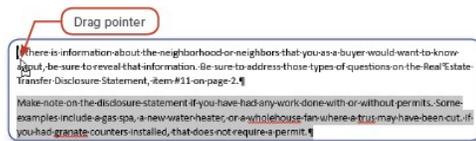

Figure 1-22 Move using drag and drop

The following are ways to move text using *Cut* and *Paste*:

- *Cut and Paste buttons*: Click the **Cut** and **Paste** buttons in the *Clipboard* group on the *Home* tab.
- *Shortcut commands*: Press **Ctrl+X** to cut and **Ctrl+V** to paste.
- *Context menu*: Right-click the selected text to display this menu.

HOW TO: Move Text Using Cut and Paste

1. Select the text you want to move.
2. Click the **Cut** button [*Home* tab, *Clipboard* group].
   - You can also press **Ctrl+X** or right-click the selected text and choose **Cut** from the context menu.
3. Place your insertion point in the desired location.
4. Click the **Paste** button [*Home* tab, *Clipboard* group].
   - Alternatively, press **Ctrl+V** or right-click and choose one of the *Paste Options* from the context menu. *Note*: See the "Paste Text and Paste Options" section below for the different paste options available.

Copy Text

An efficient method of inserting text into a document is to copy it from another location, such as a web page or a different document, and paste it into your document. Copying text leaves the text in its original location and places a copy of the text in a new location.

You can **copy** text by using the drag-and-drop method or the **Copy** and **Paste** buttons. Use the drag-and-drop method when copying text within the same document. The drag-and-drop method for copying is similar to the method for moving, except that you press the **Ctrl** key when dragging the text to be copied to another location.

HOW TO: Copy Text Using Drag and Drop

1. Select the text you want to copy.
2. Press the **Ctrl** key and click and hold the selected text with your pointer.
   - A **+** (plus sign) appears next to your pointer, indicating this text is being copied.
3. Drag to the desired new location and release the pointer (**Figure 1-23**). Release the **Ctrl** key after you have released the pointer.
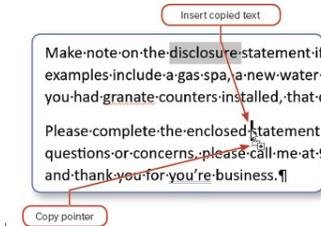

Figure 1-23 Copy using drag and drop

Copying text using the following copy and paste methods is similar to moving text using the cut and paste method:

- **Copy and Paste buttons**: Press the **Copy** and **Paste** buttons in the *Clipboard* group on the *Home* tab.
- **Shortcut commands**: Press **Ctrl+C** to copy and **Ctrl+V** to paste.
- **Context menu**: Right-click the selected text to display this menu.

Paste Text and Paste Options

Word provides multiple paste options. You may want to paste plain text without formatting into a document or merge the format from the source document into the new document. You have three primary paste options when you use the *Paste* button in the *Clipboard* group (**Figure 1-24**) or from the context menu:

- **Keep Source Formatting**: Retains formatting from the source document (the document where the text was copied)
- **Merge Formatting**: Merges formatting from the source document and the current document
- **Picture**: Pastes the copied text as a picture
- **Keep Text Only**: Pastes only unformatted text

The default paste option is *Keep Source Formatting*. In addition to these paste options, other contextual paste options are available when you paste information from lists, tables, or graphic objects.

MORE INFO

If you have trouble with the format of pasted text, try pasting the text as plain text and formatting the text *after* you have pasted it into the document.
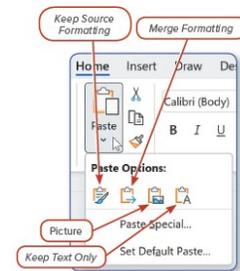

Figure 1-24 *Paste* options

Clipboard Pane

When you copy or cut an item from a document, Word stores this information on the *Clipboard*. The *Clipboard* stores text, pictures, tables, lists, and graphics. When Word is open, the *Clipboard* stores multiple items copied from Word documents and also items from web pages or other applications. From the *Clipboard*, you can select a previously copied item and paste it into a document.

The ***Clipboard pane*** displays all the items stored on the *Clipboard*. To display the *Clipboard* pane, click the **Clipboard** launcher in the bottom-right corner of the *Clipboard* group on the *Home* tab (**Figure 1-25**). The *Clipboard* pane displays on the left side of the Word window and stores up to 24 copied items.

Figure 1-25 *Clipboard* launcher

> **MORE INFO**
>
> The *launcher* (also referred to as the ***dialog box launcher***) is referred to throughout this text. Click the launcher in the bottom-right corner of a group to open a dialog box or pane for additional options.
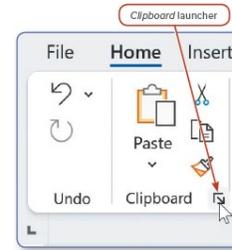
HOW TO: Use the Clipboard Pane to Paste Text

1. Select the text you want to copy or cut and click the **Copy** or **Cut** button [*Home* tab, *Clipboard* group].
   - Alternatively, press **Ctrl+C** to copy or **Ctrl+X** to cut selected text.
2. Place the insertion point in the document where you want to paste the text.
3. Click the **Clipboard** launcher to open the *Clipboard* pane on the left side of the Word window (see **Figure 1-25**).
4. Click the item to paste or click the **drop-down arrow** to the right of the item and choose **Paste** (**Figure 1-26**). The selected content from the *Clipboard* is inserted in the document.
   - *Paste All* pastes all the items in the *Clipboard* at the insertion point in the document.
   - *Clear All* empties the contents of the *Clipboard*.
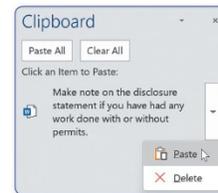5. Click the **X** in the upper-right corner of the *Clipboard* pane to close it.

Figure 1-26 *Clipboard* pane

Undo Change

You can undo, redo, or repeat previous actions. These commands are in the *Undo* group on the *Home* tab and available on the ***Quick Access toolbar***, which may be above or below the *Ribbon*.

When you click the ***Undo*** button, the last action you performed is reversed. Undo multiple actions by clicking the **Undo** drop-down arrow to the right of the button and selecting the actions to undo (**Figure 1-27**). For example, if you select the third item in the list to undo, the previous two items will also undo.

Figure 1-27 *Undo* buttons on the *Home* tab and *Quick Access* toolbar

Redo and Repeat Change

The ***Redo*** and ***Repeat*** features are similar to the undo feature. The same button is used for both commands, and it is context sensitive. Depending on the previous action performed, the button is either *Redo* or *Repeat*.

When you use the *Undo* button, the *Redo* button is activated so you can redo the previous change (**Figure 1-28**).

When you perform an action or apply formatting in a document, the *Repeat* button is activated (the icon changes) so you can repeat the previous action or formatting (**Figure 1-29**). For example, if you need to copy the date or a name into a document in multiple places, use the *Repeat* feature to accomplish this task quickly and accurately.
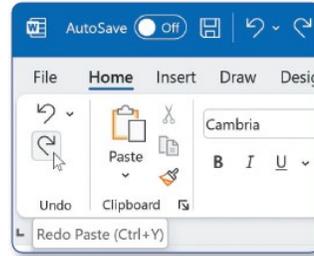

Figure 1-28 *Redo* buttons on the *Home* tab and *Quick Access* toolbar

Figure 1-29 *Repeat* buttons on the *Home* tab and *Quick Access* toolbar

ANOTHER WAY

Press **Ctrl+Z** to undo.

Press **Ctrl+Y** to redo or repeat.

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