

# MICROSOFT WORD

Select or Highlight, Cut, Copy and Paste

# Select or Highlight


- To choose a part of a document by clicking the left mouse button, hold the button and dragging over it with the mouse to highlight the text.

The quick brown fox jumps over the lazy dog.

# Copy

- Highlight the text that you want to repeat.

- Click the  (copy) icon.


- Click to put the  (cursor) in your document where you want to paste the text you copied.

- Click the  (paste) icon. Your text will be inserted.

# Cut

- Highlight the text that you want to move to another part of your document.

- Click the  (cut) icon.

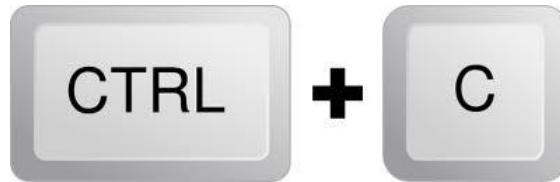
- Click to put the  (cursor) in your document where you want to paste the text you cut.

- Click the  (paste) icon. Your text will be inserted.

# Keyboard Shortcuts for Copy, Cut and Paste

□ Copy:

Press



□ Cut:

Press



□ Paste:

Press

