

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

MS OFFICE 2010

Purpose

This handout is to briefly instruct how to use the copy, cut, and paste features of your computer with MS Office 2010.

Why Should I Use Copy, Cut, or Paste?

Hmmm..... There are 2 main advantages → increased accuracy and increased efficiency. For example, let's say a screen on your computer has the following web address:

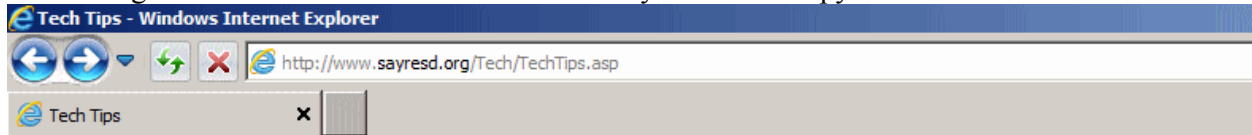
<http://www.sayresd.org/Tech/TechTips.asp>

Let's say that you need to enter that (the blue code above) into another computer program → you could copy the code and paste it (increasing your accuracy and efficiency).

How to use Copy, Cut, & Paste?

It's quite simple, let's walk through the above code example:

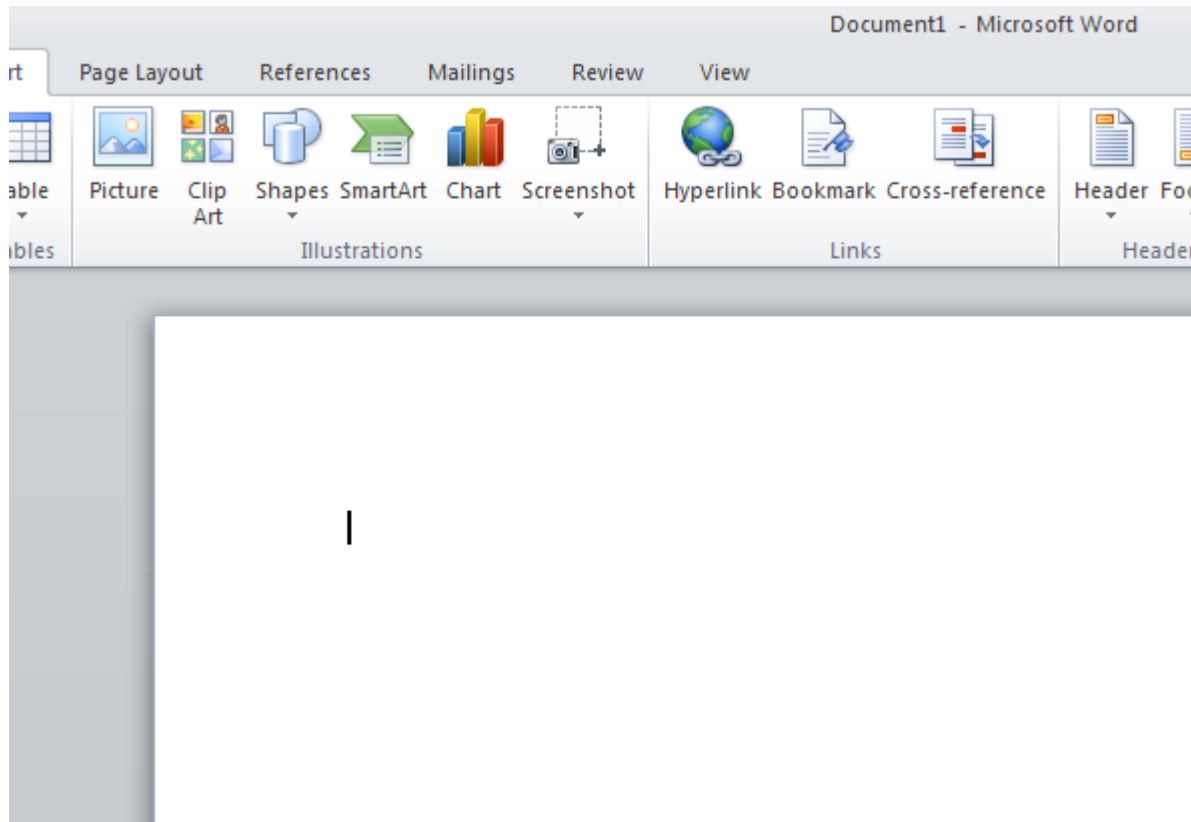
First let's go to the screen that has information that you wish to copy:



In the above example, I need to copy the Web address – so I just **highlight** the URL and then press the **CTRL-C** keys. The CTRL-C keys are shortcut keys to copy the selection.



Then **switch** to the **program** that you wish to copy to. In this example, I am switching to **MS Office**. Then **click** where you wish to **insert** the copied selection.



Now just press the **CTRL-V** keys (the CTRL-V keys are shortcut keys to paste your selection)

<http://www.sayresd.org/2009Tech/TechTips.asp>



8. That's how simple it is...

What is Cut?

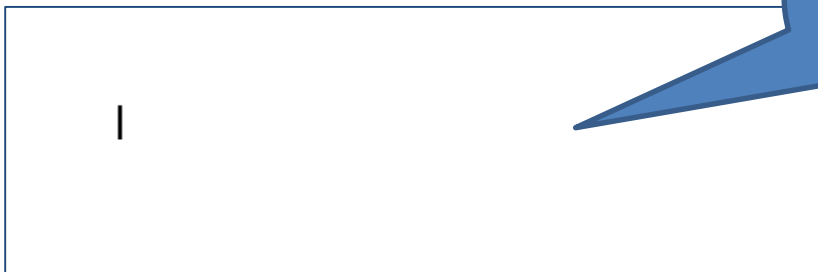
What does Cut do? It cuts the selected text – versus making a copy of the selected text.

What are the short-cut keys for CUT? **CTRL-X**

So, for example, when cutting the following:

<http://www.sayresd.org/Tech/TechTips.asp>

The text will disappear from where you are removing it:



This is what happens when you cut the URL. It disappears from where it was being cut.

Now that the text has been cut, you can paste it into the new place you want:

 <http://www.sayresd.org/Tech/TechTips.asp>

Paste Options

You can copy and paste words, numbers, and objects (such as images). To do so, simply follow the past steps. Please note that unlike highlighting text for copying or cutting, you may need to click on the image you wish to copy or cut instead of trying to highlight it.