Lesson 6: Cut, Copy and Paste

**What's the difference between copying and cutting?**

Think of it like an actual piece of paper, like a letter. When you photocopy the letter, this creates a duplicate and the original stays intact. Cutting a block of text with scissors on the other hand, removes that portion from the letter. You can paste that portion somewhere else, but that block of text from the original letter will no longer be there.

**On your computer:**

When you “**copy”** a file, image, text, or other item, it creates a *duplicate* of that item in your computer's temporary memory.

When you **“cut”** an item, it will *remove* it from the original page or folder and hold it in the Clipboard, which is the computer’s memory.

You can almost always copy (duplicate) something, like a phrase on a web page, but cutting is only possible if *you* *have the editing or administrative control* of the item. For example, yo*u cannot cut phrases out of web pages you visit in your browser* (imagine what the Internet would look like if everyone could!). In those cases, **copying** the text or image is the best solution.

## Once you've cut or copied something into memory, you can then **paste** it into another document, file, or folder.

## To **copy** and paste text:

1. Select the text you want to copy.
2. Click the **Copy** command on the **Home** tab. You can also right-click your document and select **Copy**.

The Copy command

1. Place your *action bar* where you want the text to appear.
2. Click the **Paste** command on the Home tab. The text will appear.

## To **cut** and paste text:

1. Select the text you want to copy.
2. Click the **Cut** command on the **Home** tab. You can also right-click the document and select **Cut**.

The Cut command

1. Place your *action bar* where you want the text to appear.
2. Click the **Paste** command on the **Home** tab. The text will appear.

You can also cut, copy, and paste by right-clicking the document and choosing the desired action from the drop-down menu. When you use this method to paste, you can choose from three options that determine how text will be formatted: **Keep Source Formatting**, **Merge Formatting**, and **Keep Text Only**. You can hover the mouse over each icon to see what it will look like before clicking it.

