

MOVING AND COPYING TEXT

All of the Office 2003 programs work with text and objects in the same way. What this means is that once a tool in one program is learned it will be easy to use it in other programs. These features include moving, finding, correcting, or commenting on text; drawing objects; inserting clip art and WordArt. This document will deal with the issues of moving and copying text.

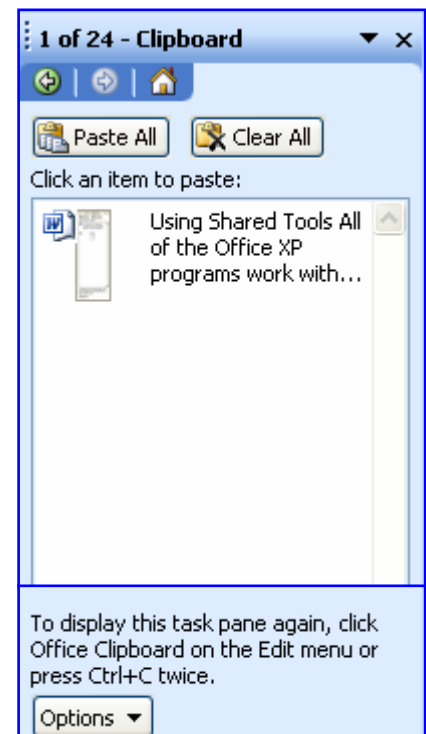
Editing Text (Cut, Copy, Move, Replace)

Before text can be edited it needs to be selected. Once the text has been selected, it can be deleted, replaced, moved, or copied within a document or between other documents in the same program, or to documents in other programs. A Screen Tip will appear when a selection is pointed at.

Office Clipboard

The following items need to be understood about the Office Clipboard:

- ✦ The **Office 2003 Clipboard** is capable of storing **24** selections at one time.
- ✦ These selections may be pasted one at a time in a document or pasted into a document all at one time.
- ✦ Each item placed on the Clipboard may be pasted into a document an unlimited number of times.
- ✦ When an item is pasted from the **Clipboard**, the item remains on the **Clipboard** until the 24 items limit is reached and the item is replaced with another item.
- ✦ The **Office Clipboard Task Pane** may be viewed by selecting **Edit** from the **Menu Bar**, then selecting **Office Clipboard** from the list of options.
- ✦ The **Clipboard Task Pane** usually appears whenever multiple selections are cut or copied from a document.
- ✦ Click an item on the **Clipboard Task Pane** to **Paste** it to a location of the insertion point in a document.
- ✦ The **Paste** command in the **Edit** menu or the **Paste** button on the Standard toolbar is used to Paste the most recent item copied or cut to the **Clipboard**.
- ✦ The **Clipboard** is available in all **Office 2003** applications. For more information on using the Clipboard, click the link for the **Clipboard Task Pane** under the **Office 2003** link in the **Training Web Site**.
- ✦ The most recent item that was either copied or cut from the document will appear on top.
- ✦ Click the **Options** button to make the selections below:
 - ✦ Show Office Clipboard Automatically
 - ✦ Collect Without Showing Office Clipboard
 - ✦ Show Office Clipboard Icon on Taskbar
 - ✦ Show Status Near Task Bar When Copying
- ✦ Items will remain on the Office Clipboard until all Office applications are closed.



- ✦ When opening a different program or document, it is necessary to redisplay the Clipboard for that document or program.

CLIPBOARD COMMANDS

<i>Command</i>	<i>Description</i>
Cut	This option is used to remove the selected text from the document and place it on the Clipboard. The cut item will be removed from the document.
Copy	Use this option to make a copy of the selected text and place it on the Clipboard. The copied text remains in the document.
Paste	To insert the last item that was cut or copied from the document at the location of the insertion point into the document, use this option.
Paste Special	This option is used to insert an item created in another Office 2003 program (such as a worksheet or a picture) into a document. A link can be created between the source file and the destination file or between another program and the file. When changes are made in the source document, they are reflected in the destination document. Paste Special also embeds objects into a document so that when an object is edited, it can be done in the original document and be reflected in the destination document.

Selecting and Editing Text

- ❖ Move the pointer to the left or the right of the text to be selected.
- ❖ Drag the pointer to highlight the text to be selected.
- ❖ Do one of the following:
 - Type to replace the selected text
 - Press Delete or Backspace to erase the selected text.

SELECTING TEXT USING THE MOUSE

To select	Do This
A single word	Double-click the word.
A single paragraph	Triple-click within the paragraph.
A single line	Click in the left margin next to the line when the mouse pointer changes to a right point white arrow.
Any part of a document	Click at the beginning of the text to be highlighted Drag to the end of the section to be highlighted.
A large selection	Click at the beginning of the text to be highlighted. Press and hold down Shift while clicking at the end of the text to be highlighted.
The entire document	Triple-click in the selection bar. The selection bar is the white area next to the left margin.

Moving or Copying Text

Text may be moved or copied to any location within a document, to another document, or to other programs within any of the Office 2003 products.

✦ To Move or Copy Text

- ✦ Select the text that is to be moved or copied.
- ✦ Do one of the following:
 - ☐ Click either **Cut** or **Copy** on the **Standard** toolbar.
 - ☐ Select **Edit** from the **Menu Bar** and select **Cut** or **Copy**.
- ✦ To collect multiple selections hold down the **Ctrl** key while making the selections. Holding down the **Ctrl** key allows for the selection of noncontiguous items.
- ✦ Click where the text is to be inserted.
 - ☐ Click any icon on the **Clipboard** toolbar to **Paste** a single selection.
 - ☐ Click the **Paste All** button on the toolbar to **Paste** all the selections at once.
 - ☐ When **Paste All** is selected, the items will be pasted back into a document in the order that they were either copied or cut from.
- ✦ To remove all the selections on the **Clipboard**, click the **Clear** button on the **Clipboard** toolbar.
- ✦ To close the **Clipboard Task Pane**, click the **Close** button.

✦ Moving or Copying Text Using Drag and Drop

✦ Moving Text

- ☐ Select the text that is to be moved or copied.
- ☐ Point to the selected text.
- ☐ A white left pointing arrow will appear (see illustration).
- ☐ Click and hold the mouse button.
- ☐ A rectangular box will appear just below the arrow (see illustration).
- ☐ Drag the selected text to the new location.
- ☐ A dotted vertical line should appear just below the area or to the right of the area where the text is to be moved.
- ☐ Release the mouse button.



✦ Copying Text

- ☐ Select the text that is to be moved or copied.
- ☐ Point to the selected text.
- ☐ A white left pointing arrow will appear (see illustration).
- ☐ Click and hold the **Ctrl** button and then click the mouse button.
 - A plus sign (+) appears in the pointer box.
 - This indicates that the text is being copied not moved.
- ☐ Drag the selected text to the new location.
- ☐ A dotted vertical line should appear just below the area where the text is to be moved.
- ☐ Release the **Ctrl** button and the **mouse** button.
- ☐ The text will appear in the desired location.

