

# Microsoft Word 2003

## Lesson 5: Editing Tools

### Objectives:

By the end of this session you will be able to:

- Move and Copy text**
- Move and Copy text between documents**
- Use the clipboard task pane**
- Insert a file**

# Move & Copy


Having entered text or pictures in a document, you may decide that you need to reposition them or, you may want to use a paragraph in another document that you have created. The good thing about Word is that once you have entered something once, you can move or copy it anywhere – to other Word documents and even to files that belong to other applications.

All Microsoft products use the same terminology when describing moving and copying items – cut, copy and paste. These terms stem from the times when typesetters would lay out templates by physically cutting an item from its current location, and glueing or pasting it in to the new location.

## Moving items

### To move items:

#### Mouse

- Select the item that you want to move.
- Click the Cut button on the Standard toolbar. The selected item will disappear from the document (Word holds it in a temporary storage area called the Clipboard).
- Position the cursor where you want to place the item you cut.
- Click the  button from the Standard toolbar. The text or picture will reappear.

#### Or



#### Keyboard

- Select the item you want to move.
- Press [CTRL][X] to cut the item out – it will disappear from its current location.
- Position the cursor where you want the item to reappear.
- Press [CTRL][V] to paste the item back into the document.

# Copying items

## ☞ To copy items:

### Mouse

- Select the item that you want to copy.
- Click the  button from the Standard toolbar. Word will place a duplicate of the selected item on the clipboard.
- Position the cursor where you want the copy to go.
- Click the  button from the Standard toolbar. The copied text or picture will appear.

### Or

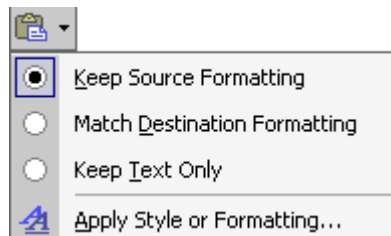
### Keyboard

- Select the item you want to copy.
- Press [CTRL][C] to make a copy of the item that Word will store on the clipboard.
- Position the cursor where you want the copy to go.
- Press [CTRL][V] to paste the copy back into the document.
- When you have copied or moved the text, Word will display the Paste Options button at the end of the moved or copied text.

addressing all the key strategic elements



Paste Options button





- Normally, when you copy or move text, the text's formatting is copied or moved along with it. If you want to copy or move the text without transferring its formatting, click the Paste Options button and choose Keep Text Only from the drop-down menu.

# Drag and Drop

You can move and copy items by selecting and dragging them with the mouse, a process known as drag and drop.


## To Move:

### Mouse

- Select the item you want to move.
-  • Position the mouse over the selected area – the pointer will change to a white arrow that points up and to the left. This is the pointer shape that can be used for moving or copying text.
-  • Click and hold the left mouse button down as you move the mouse down or up through the document until you can see the location that you want to move the selected items to. You will see a fuzzy box around the arrow stalk and also a fuzzy cursor that will follow your mouse as you move it.
- Place the fuzzy cursor where you want the selected items to move to and release the mouse button – you will see the selection jump to its new location.

## To copy:

### Mouse

-  • If you want to copy the selection, repeat steps one and two above but before clicking on to it hold down the [CTRL] key on the keyboard, then begin clicking and dragging. You will see a plus sign appear in the box around the pointer stalk to signal the fact that you are copying rather than moving.
- With the fuzzy cursor positioned where you want the copy, let go of the mouse first and then release the [CTRL] key.

## Turn on or off drag-and-drop editing

### Menu

- On the Tools menu, click Options, and then click the Edit tab.
- Select or clear the Drag-and-drop text editing check box.

## Moving and Copying between documents

You can use any of the methods described above (even drag and drop) to move and copy items from one document to another. When doing this, it is useful to be able to arrange the screen so that you can see the source document (the document containing the items that you want to move or copy) and the destination document (the document where you want to put them) at the same time.

### To view open documents:

#### Mouse

- Open both documents using the techniques described in the File Operations section.
- Click on the title of the file on the windows task bar at the bottom of the screen, or Click Window, from the menu bar (you will see that the bottom section of this menu lists the files that are currently open) and choose the name of the file you wish to switch to
- To view the documents at the same time, click Window, from the menu bar and choose Arrange All. The two documents will be tiled on screen one above the other, each in its own window.

Use your preferred technique (as described above) to move or copy items from one document to the other.

## Clipboard Task Pane

The Microsoft Office Clipboard allows you to collect text and graphic items from any number of Office documents or other programs and then paste them into any Office document. For example, you can copy some text from a Microsoft Word document, some data from Microsoft Excel, a bulleted list from Microsoft PowerPoint, some text from Microsoft FrontPage or Microsoft Internet Explorer and a datasheet from Microsoft Access, then switch back to Word and arrange any or all of the collected items in your Word document.

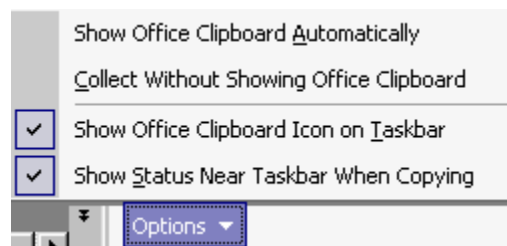
Office Clipboard works with the standard Copy and Paste commands. Just copy an item to the Office Clipboard to add it to your collection, then paste it from the Office Clipboard into any Office document at any time. The collected items stay on the Office Clipboard until you exit Office.

To copy items to the Office Clipboard, they must be displayed in the task pane of an Office program or the Collect Without Showing Office Clipboard option must be turned on.

You can open the Office Clipboard in the task pane by clicking Office Clipboard on the Edit menu or the Office Clipboard is automatically opened when you do one of the following, provided the Show Office Clipboard Automatically option is selected:

- Copy or cut two different items consecutively in the same program.
- Copy one item, paste the item, and then copy another item in the same program.
- Copy one item twice in succession.

To turn the Show Office Clipboard Automatically option or another Clipboard option on and off, click the Options button near the bottom of the Clipboard task pane.



← The Clipboard Task Pane

**Note:** *If you choose the Collect Without showing Office Clipboard option, the Office Clipboard is always active, even when the Clipboard task pane is not displayed.*

If you open the Office Clipboard in the task pane of one Office program, the Office Clipboard does not automatically appear when you switch to another Office program. However, while the Office Clipboard is active, each block of text or graphics that you copy or cut to the Clipboard is stored, up to a maximum of 24 blocks. A message is displayed above the status area to indicate an item has been added to the Office Clipboard and the total number of items in the clipboard.

As items are added to the Office Clipboard, an entry is displayed in the Office Clipboard gallery. The newest entry is always added to the top of the gallery. If you copy a 25<sup>th</sup> item, the Office Clipboard discards the first one.

Each entry includes an icon representing the source Office program and a portion of copied text or a thumbnail of a copied graphic.



Figure 1 - The Clipboard Task Pane

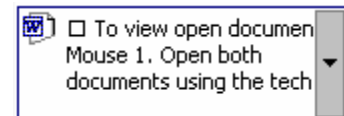
## To paste using the Office Clipboard:

### Mouse

- Select the item you want to copy or cut and use one of the copy or cut techniques described earlier.
- Continue copying items from documents in any Office program until you have collected all of the items you want (up to 24).
- If you want to display the Office Clipboard in the active program, click Office Clipboard on the Edit menu.

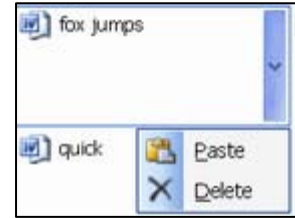
**Note:** *If the Office Clipboard is not available, you are in a program or view that doesn't support showing or pasting multiple items from the Office Clipboard.*

- Click where you want the items to be pasted and simply click the description of the item in the list.



**Note:** *In some cases such as text, the image displayed in the gallery will look slightly altered. This is because text is always displayed in the gallery using the Tahoma font. However, the correct formatting and font information is restored when the item is pasted from the gallery.*

- You can also paste or delete an item from the clipboard by clicking the down arrow that appears to the right of the description when you move the pointer over it and choosing a command from the drop-down menu.



- To paste all items stored in the clipboard, click the Paste All button at the top of the Clipboard task pane. The items will be inserted into the document in the order in which they were copied to the Clipboard, i.e. the bottom item will be pasted first and the top item last. To remove all items from the Clipboard, click the Clear All button.



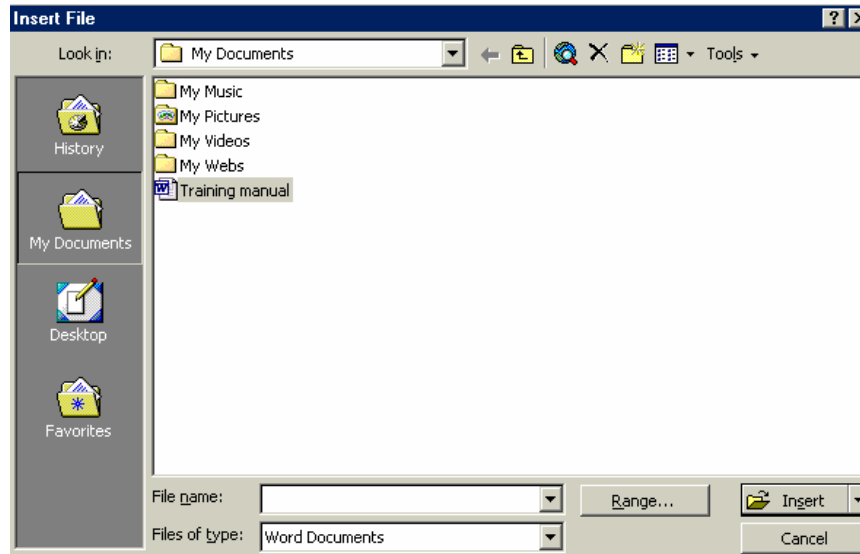
## Insert a file


If you need to copy the entire contents of one file into another, you can use a command on the Insert menu.

### To insert a file:

#### Menu

- Position the cursor at the point where you want to insert the file.
- Choose Insert from the menu bar and then File. The following dialog box will appear: -



 Figure 25 - Insert File dialog

- Select the folder containing the file you want to insert and then click the file name to highlight it.
- Click the **Insert** button to insert the file.