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You can move or copy text in a Word document by cutting or copying a selection and then pasting the text in a new location. You can cut, copy, and paste any item—like pictures, shapes, or tables—not just text. Copying text lets you duplicate the selected text so it can be used somewhere else. Select the text you want to copy. Click the Copy button on the Home tab. A copy of the selected text is placed in the Clipboard. Press Ctrl + C to copy. Click where you want to paste the text. You can copy, cut, and paste text or other items within a document, between documents, or between programs. Click the Paste button. Press Ctrl + V to paste. The text you copied is duplicated in the new location. When you cut text, it is removed from its original location and placed in the Clipboard. Select the text you want to cut. Click the Cut button on the Home tab. Press Ctrl + X to cut. Click where you want to paste the text. Click the Paste button. Select the text you want to move, then click and drag the selected text to where you want to place it. (Pressing Ctrl while moving will copy it.) Microsoft Word is without a doubt the most popular application when it comes to word processing. You can type up documents with ease, and take advantage of incredible features that make working digitally much easier than grabbing a pen and paper then writing away. One of these simple yet useful features is copying and pasting any text into your Word documents. When you want to quote something, or need duplicate words in your file, you can simply copy then paste from the original source. This speeds up your work in many ways, as you don't have to accurately type down the original text yourself. With our simple guide, you can learn how to copy and paste text in Microsoft Word. Though our guide was written for the perpetual Word 2019, it teaches you the basic principles of copying and pasting text on any version of Word. Things you'll need A device with Microsoft Word installed and activated. Let's get right into the guide. How to Copy and Paste Text in Word Method 1. In this method, we will be looking at how you can copy text from an external source and paste it into Word. Select the text you want to copy. In this tutorial, we'll be copying a paragraph from Wikipedia to quote an article. Only the selected text will copy into your article, so make sure you select everything you need. You can copy the text in one of two ways: Right-click on the selected text, then choose the Copy option. This will place the selected text into your clipboard - if you have Word open, you might even see a notification that the text has been put into the Office Clipboard. Use the Ctrl + C shortcut on your keyboard. For Mac users, the shortcut is Command + C. If you haven't opened Word, yet, launch it now. Once Word is open, either open an existing document or create a new one. You're able to paste the text inside your document in a number of ways: Place your cursor where you want to paste your text and right-click. You'll see a context menu appear, where you can select one of 3 paste options. You can also access this menu from the Home tab in the Ribbon. You can either keep source formatting, merge formatting or keep text only. When you hover over any of these options, you'll see a preview of how they'll look in your document, allowing you to choose what's best for you. After placing your cursor where you want your text to be, use the Ctrl + P shortcut on your keyboard. For Mac users, this shortcut is Command + P. The text you copied is now pasted in your document! Method 2. In this method, we'll be taking a look at the different options you have for copying and pasting text entirely within Word itself. Select the text you want to copy. Only the selected text will copy into your article, so make sure you select everything you need. Copy the selected text by using one of these methods: From the Home tab in the Ribbon, click on Copy. Right-click on the selected text, then choose the Copy option from the context menu. Use the Ctrl + C shortcut on your keyboard. For Mac users, the shortcut is Command + C. Now, you can paste the text anywhere in your document by following one of these methods: Place your cursor where you want to paste your text and right-click. You'll see a context menu appear, where you can select one of 3 paste options. You can also access this menu from the Home tab in the Ribbon. You can either keep source formatting, merge formatting, keep text only, or even insert it as an image. When you hover over any of these options, you'll see a preview of how they'll look in your document, allowing you to choose what's best for you. If you're a fan of shortcuts, after placing your cursor where you want your text to be, use the Ctrl + P shortcut on your keyboard. For Mac users, this shortcut is Command + P. The text you copied is now pasted in your document again! We hope that this guide was able to help you learn the basics of copying and pasting text in Word. Do you know someone who's starting out with Word and other Microsoft Office products? Don't forget to share this article with them! Your friends, classmates, colleagues, or employees can all get help in getting started with Word. If you want to learn more about Word or other Microsoft Office suite applications, feel free to browse our section of guides. Bonus Tip: More often we use Ctrl+V to Copy and Paste items multiple times. However, the feature's function has always been limited. What do you always do when you want to copy the same items multiple times? Well, with Windows 10 build 17666, things are now a breeze. You can now use the clipboard history to paste your items multiple times without using Ctrl+V. To do this, Press Windows key + V and you will be presented with a new clipboard. Every time you copy and paste an item, it will be store on the clipboard history. Currently, the clipboard support plain text, images, and HTML code. You May Also Like: > How do I insert or delete a page break in Word? > How to Delete a Page in Word Updated: 04/12/2021 by Computer Hope This page provides details on how you can copy and paste text or other data from one program or web page to another. We've also included keyboard shortcuts, tips, and areas where you can practice copying and pasting text. Note Keep in mind that when you copy, you're duplicating the text. If you want to remove text from one area and place it in another, see: How to cut and paste. Note If you want to copy files instead of text, see: How to copy files. Highlight the text you want to copy. For example, you could highlight a word, a line, a paragraph, or all the text in the document. Once highlighted, perform any of the steps below. Right-click the selected text and select Copy. - OR - Click Edit from the top file menu in the program and then click Copy. - OR - Highlight the text and use the shortcut key combination Ctrl+C or Ctrl+Insert on a PC or Command+C on an Apple Mac. Note You must highlight or select something before it can be copied. Pasting the text Once you've completed the steps above, the text is moved into a temporary storage area, known as the clipboard. To paste that text, move the cursor to where you want to paste and perform any of the following steps. Right-click where you want the text to appear and select Paste. - OR - Click Edit on the top file menu in the program, and then click Paste. - OR - Press the shortcut key combination Ctrl+V on a PC or Command+V on an Apple Mac. Tip You can paste text in the clipboard as much as you want until something else is stored in it. Also, once something is placed into the clipboard, it can be copied into other documents and programs. Note If nothing is in the clipboard, nothing can be pasted; the Paste option will be grayed out. Something must be cut or copied before it can be pasted. Practice copying and pasting text Use the two text fields below to copy (Ctrl+C or Command+C) the text in the first box and pasting (Ctrl+V or Command+V) into the second. After copying and pasting the text, "Example copy text" will be in both boxes. How to copy and paste text in a document To copy and paste text in a document, such as a Microsoft Word document, follow the steps below. Tip Most programs also allow you to right-click with your mouse to copy and paste text. Practice copying and pasting text Use the two text fields below to copy (Ctrl+C or Command+C) the text in the first box and paste it (Ctrl+V or Command+V) into the second. After copying and pasting the text, "Example copy text" is in both boxes. What keyboard keys copy and paste? The keyboard key shortcuts for copying and pasting all depends on the type of computer you're using. Below is a list of the most common types of computers with the shortcut key combinations for copy and paste. Memorizing these two keyboard shortcuts is very helpful as they are some of the most commonly-performed actions on a computer. PC running Microsoft Windows or Linux Copy = Ctrl+C or Ctrl+Insert Paste = Ctrl+V or Shift+Insert Apple Mac computer running macOS Copy = Command+C Paste = Command+V Google Chrome computer Copy = Ctrl+C Paste = Ctrl+V Apple iPhone and iPad with iOS There are no keyboard shortcuts for iPhones and iPads. See our copy and paste text on an Apple iPhone and iPad steps on how to copy and paste on these devices. Google Android phone and tablet There are no keyboard shortcuts for Google Android devices. See our copy and paste text on an Android smartphone and tablet steps for help with copying and pasting on these devices. Practice copying and pasting text Use the two text fields below to copy (Ctrl+C or Command+C) the text in the first box and pasting (Ctrl+V or Command+V) into the second. After copying and pasting the text, "Example copy text" is in both boxes. Copy and paste text on an Apple iPhone and iPad Note These steps are only for the Apple iPad and iPhone. If you have an Apple desktop or laptop computer, see our desktop and laptop steps. Copying text Double-tap (tap twice) your finger on any text. If successful a menu appears, tap your finger on Copy or Select. Tip You can triple-tap (tap three times) on a word in a paragraph or sentence to select all text. Tip To copy more than the default selected text, press your finger on the left or right blue circle, and while pressing down move in the direction you want to select. Pasting text Tap once where you want to paste and then tap Paste. If you want to paste this text in a different app, open the other app before pasting the text. Practice copying and pasting text Using the two text fields below, try copying the text in the first field and pasting it into the second. After copying and pasting the text, "Example copy text" will be in both boxes. Copy and paste text on a Chromebook Copying text For Chromebooks that have no mouse buttons, you can copy and paste text by following the steps below. Press down on the touchpad. While continuing to hold down the touchpad, drag your finger in the direction you want to copy text. Once the text is highlighted, tap two fingers on the touchpad to bring up the right-click menu and select Copy. - OR - Highlight the text you want to copy. Perform the Ctrl+C keyboard shortcut. Pasting text To paste text, move your cursor to where you want to paste. Right-click by placing two fingers on the touchpad. Select Paste from the drop-down menu that appears, or press Ctrl+V. Practice copying and pasting text Using the two text fields below, try copying (Ctrl+C) the text in the first box and pasting (Ctrl+V) into the second. After copying and pasting the text, "Example copy text" is in both boxes. Copy and paste text on a Kindle Unfortunately, there are no copy and paste options on a Kindle. However, you can Highlight text in any book, which is added to your highlights. After adding highlights, they that can be viewed online or copied from the Kindle to your computer. You can copy and paste any saved highlights using any of the steps mentioned above depending on the device you are using.

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