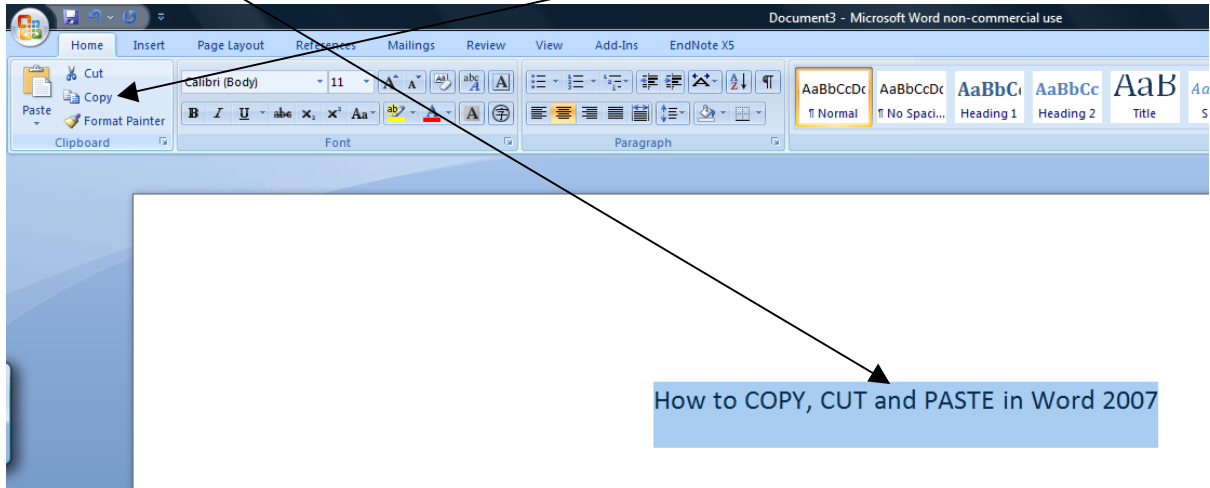
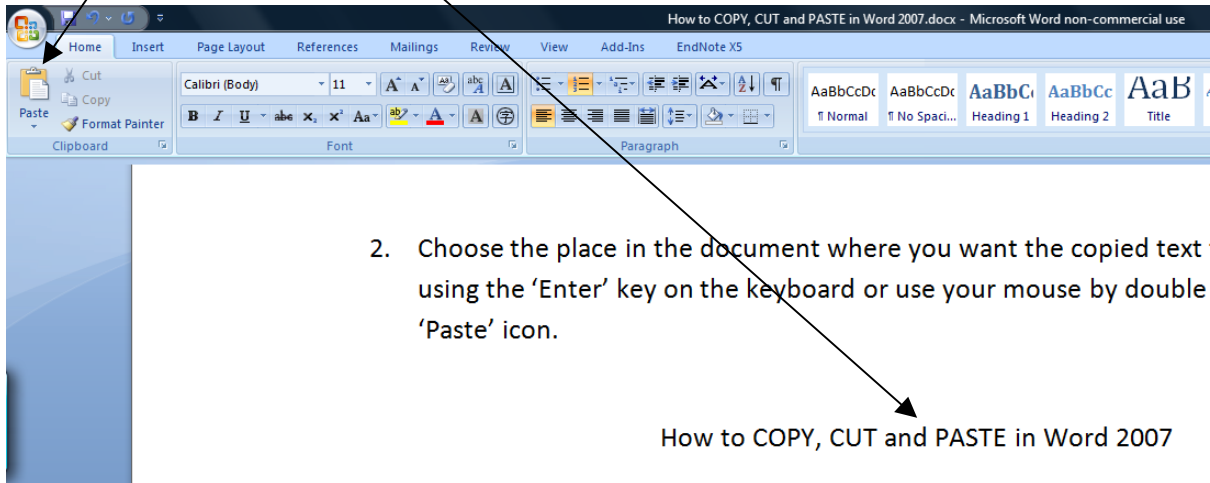


How to COPY, CUT and PASTE in Word 2007

1. Select/highlight the text you want to Copy, then click the 'Copy' icon.



2. Choose the place in the document where you want the copied text to go (move the cursor using the 'Enter' key on the keyboard or use your mouse by double clicking). Then click the 'Paste' icon.



3. To 'Cut' text is the same procedure, only at step 1 (after selecting/highlighting the text) you click on the 'Cut' icon.

