

Word Processing 3

Cut, Copy and Paste

- These tools can be found in the “Edit” menu.
- To Cut or Copy an area of text you must first select it. (highlight)
- Cutting will remove the selected area and then allow you to paste it in another location.
- Copying will not remove the selected area but will allow you to paste a copy of it in another location.
- Opening the Office Clipboard (found in the “Edit” menu) will show you items that you have either cut or copied and allow you to choose one to paste.
- If you do not want to use the “Edit” menu to cut, copy and paste, you can also right-click on a selected area to get those same options.
- Another way to Cut, Copy and Paste is to use your keyboard:
 - Cut – Ctrl + x
 - Copy – Ctrl + c
 - Paste – Ctrl + v

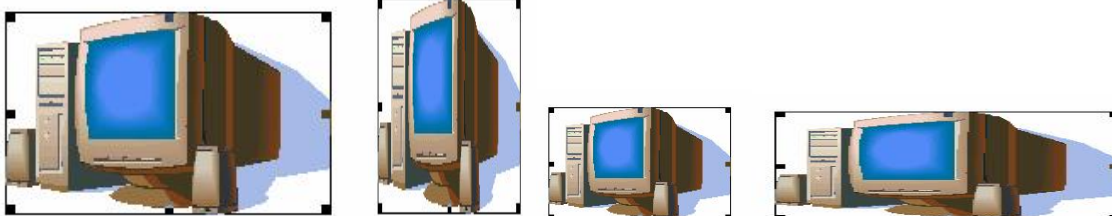
Clip Art and Pictures

How to add clipart to a document:

- Click where you would like the picture added
- Choose Insert, then Pictures, then Clip Art
- On the right hand side of the screen, type in the subject of what picture you are looking for in the “Search” box.
- When you find a picture you would like to insert, click on it.

How to move, resize and delete pictures:

- When a picture included in a document is clicked on, a box will appear around the picture.
- Dragging and Dropping from the middle of the picture will move it from place to place.
- Dragging on one of the black squares in the corners or sides of the picture box will change its shape.



- To delete a picture, click on it and then press Delete on your keyboard.