Moving and Copying

You can easily move text to a new layout in a presentation by cutting or copying it and then pasting it in the new layout.

Tip: In addition to text, you can cut, copy, and paste just about any item in a presentation, graphics, and characters.

Copy Text

When you ***copy*** text, the selected text remains in its original location and a copy of it is added to a temporary storage area called the clipboard. See Fig. 1a

1. Select the text or object you want to copy.
2. Click the **Home** tab on the Ribbon and click the **Copy** button in the Clipboard group. Notice that unlike cutting, the original text remains in the document.
3. Select the location where you want to paste the copied content.
4. Click the **Home** tab on the Ribbon and click the **Paste** button in the Clipboard group.
   The copied text or object is pasted to the new location.

Move (Cut) Text

Moving text typically involves the process of cutting and pasting. When you *cut* text, it is removed from its original location and placed in the Clipboard. See Fig. 1a

1. Select the text or object you want to cut.
2. Click the **Home** tab on the Ribbon and click the **Cut** button in the Clipboard group.
   The text or object is removed from the layout and placed on the Clipboard.
3. Select the location where you want to paste the cut content.
4. Click the **Home** tab on the Ribbon and click the **Paste** button in the Clipboard group.

   The cut text or object is pasted to the new location.

   Other Ways to Paste:
   Press **<Ctrl> + <V>.** Or, right click where you want to paste and select **Paste** from the contextual menu. See Fig. 3

   Other Ways to Copy:
   Press **<Crtl>** + **<C>.** Or, right click the text you want to copy and select **Copy** from the contextual menu. See Fig. 1b.

   Other Ways to Cut:
   Press **<Ctrl> + <X>.** Or, right click the text you want to cut and select **Cut** from the contextual menu. See Fig. 2

Exercise

- **Exercise:** Enter text on a layout. Locate the Clipboard on the Home tab. Copy and paste the text using Clipboard options. Now try using the right click option.

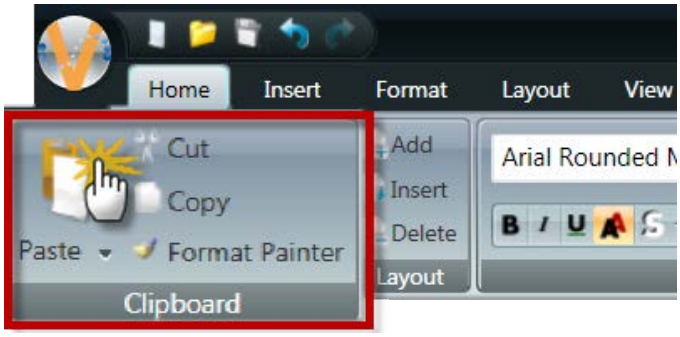

Figure 1a: Clipboard – Cut, Copy, Paste

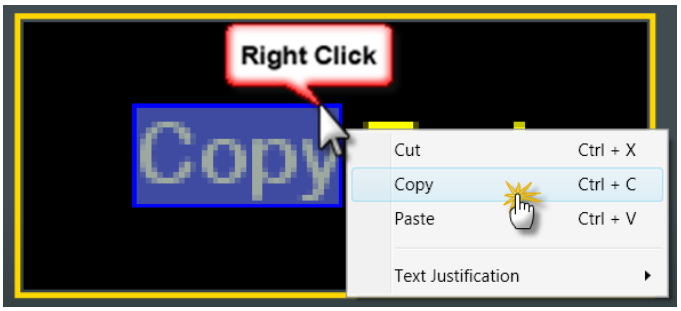

Figure 1b: Select, right click, Copy

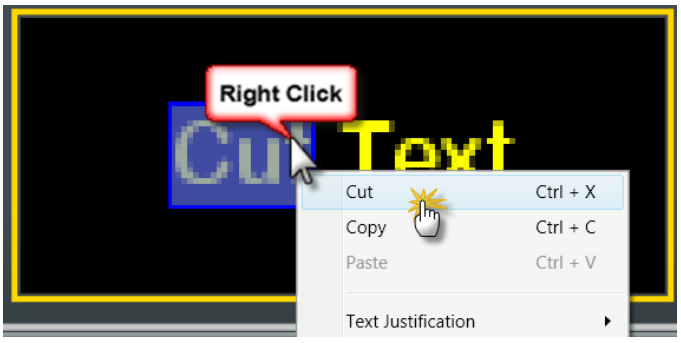

Figure 2: Selecting and Cutting Text

Figure 3: Pasting Text