



MS Word

Word with Screen Reader

Cut, Copy, and Paste

Shortcut commands let you cut, copy, and paste text in Word documents.

With these commands, you can arrange and organize documents and move text from one application to another. You can cut or copy text and paste it in another location. **Try it out!**

The Clipboard

- When you cut or copy text, it is stored on the Clipboard.
- The Clipboard holds the text until you need it.
- This new text replaces any text previously stored on the Clipboard.

Important! You can only access the most recently cut or copied text on the Clipboard.

Reading Text

To read what's on the Clipboard:

- If using **NVDA**: Press **NVDA + C**.
- If using **JAWS**: Press **JAWS + Shift + Down arrow**.

Cutting Text

1. Select the text.
2. Cut the text: Press **CTRL + X**. This moves the text to the Clipboard.

Tip: Think of the X as a pair of scissors for cutting your text out of the document.

Tip: Cutting text is used to reorganize your document. Cutting text is not the same as deleting text. When you cut text, it is stored on the Clipboard so you can paste it somewhere else. When you delete text using the Delete key, it is not stored anywhere.

Copying Text

3. Select the text.
4. Copy the text: Press **CTRL + C**. This **copies** the text to the Clipboard.

Tip: The command is easy to remember: **C** for copy.

Tip: Copying text is for when you need the same text in more than one part of a document or in a different document or application.

Pasting Text

5. To paste cut or copied text: Press **CTRL + V**.

Tip: Think of **V** for **VELCRO**. You're **VELCROing** text into a new location.

Tip: You can paste text from the Clipboard an infinite number of times until you cut or copy different text, or shut down your computer.

Choosing Styles

When you paste text, you can choose the style if that style is available in the current document. You have two methods for choosing the style: keyboard shortcuts or tabbing.

Method 1: Keyboard shortcuts

6. Press **CTRL + V** to paste the text.
7. Press **CTRL** again.
8. Choose:
 - To keep the original style: Press the letter **K**.
 - To merge with the current style: Press the letter **M**.
 - To keep the text only: Press the letter **T**.

Method 2: Tabbing

9. Press **CTRL + V** to paste.
10. Press **CTRL** to bring up the paste options.
11. Press **Tab** to move through the options.
12. Press **Enter** to activate your choice.
13. To close: Press **ESC**.

What if you just want to use the default paste option? You have two choices:

- Press **ESC** to remove the Paste Options pop-up.

- Press any other key, and the Paste Options pop-up will disappear.

Tip: It's best to use the spacebar so you don't type any letters you don't want.

Advanced: Using Paste Special

If you're a more advanced Word user, you can also use the Paste Special feature for your Clipboard content. This means you can decide if you want material pasted as a Microsoft Word object, RTF text, unformatted text, a picture file, an HTML file, or an unformatted Unicode file. To use Paste Special:

14. Press **CTRL + Alt + V**.
15. Use the **Up** or **Down arrow** key to navigate between the choices.
16. To choose: Press **Enter**.
17. To close without selecting a format: Press **ESC**.

Now you know some easy shortcuts to arrange and organize your documents. Give cutting, copying, and pasting a try! Then try our workshop on finding and replacing text.

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