Hadley

Cut, Copy and Paste Sample

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Hello, my name is Vikki Vaughan. Today we will discuss using shortcut commands to cut, copy and paste text in a Word document. In our previous video, Selecting Text, we learned about using keyboard shortcuts to select text.

The next phase in the editing process is to store our selected text to the clipboard. As we learned in our previous video, the clipboard is a short-term storage area within our computer. Once we select text, we have several options: we can either Cut or Copy it to the clipboard, or Paste it into another location.

All of these editing commands allow us to quickly arrange and organize our document. We can also seamlessly move text from one application to another. We have a document, the Declaration of Independence, opened on our desktop. We'll use this Word document to illustrate our clipboard options.

- [Ed] Now that you've had a chance to learn a bit with us, we'd like to learn more about you. Your name, email address, how you heard about Hadley, and your relationship to vision loss.

Learning more will give us a better understanding of how to personalize Hadley just for you. And don't worry, everything you share with us online will be kept safe and secure. Of course, if you'd prefer to talk through these questions, we're just a phone call away, at 800-323-4238.

Taking these few steps saves your preferences so you can continue right where you left off and track your progress every time you log on. Plus, it connects you to the Hadley community and helps sustain our funding to keep Hadley free of charge. And last but not least, it gives you direct access to experts, like me. Now, where were we?