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2. Click the **Cut** or **Copy** button on the standard toolbar.
3. Move the insertion point to the desired location.
4. Click the **Paste** button on the standard toolbar.

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Using the Copy and Paste features is helpful when you want to use text from another document. Follow the steps below to copy text or graphics from another document.

1. Open the document.
2. Select the text or graphic you want to copy.
3. Click the **Copy** button in the Clipboard group on the Home tab.
4. Move to the document in which you want to paste the text or graphic. You can move between open documents easily by clicking the filename on the status bar.
5. Position the insertion point where you want to paste the text or graphic. Click the **Paste** button in the Clipboard group on the Home tab.

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