# Cut, Copy, and Paste

When you create a document, you may write several drafts or versions of it. You may decide to cut some data that does not fit with the subject. You may decide to move a paragraph from page 1 to page 2. You may want to copy text from another file into the report. You can use the Cut, Copy, and Paste features to help you make these changes to a document.

The **Cut** command removes selected text from a document. The **Copy** command copies selected text so it can be pasted to another location. The original text is unchanged. The **Paste** command places text that has been cut or copied into a document. You can access the Cut, Copy, and Paste commands quickly by clicking buttons on the Standard toolbar.

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.