



# Cut, Copy and Paste

## What is the difference between 'Cut' and 'Delete'?

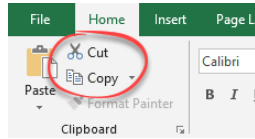
When you 'cut' a cell in a workbook it remains on your sheet until you paste it somewhere else. If you want to remove it completely use the 'Delete' option.

## How do I delete text?

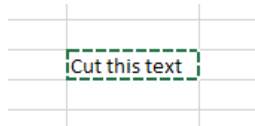
1. Select the cell(s) with the text to be deleted.
2. Press the 'Delete' key.

## How do I cut/copy text?

1. Select the cell(s) you wish to remove.
2. In the 'Home' ribbon, click the 'Cut' or 'Copy' button in the toolbar.



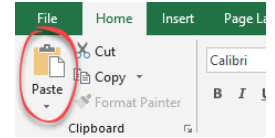
Remember, if you click 'Cut' the text will remain in the cell(s) with a flashing dotted border around it, until you paste it elsewhere.



## How do I paste text?

Once you have 'cut' or 'copied' something to the clipboard you can use the 'paste' command to place it elsewhere on your worksheet.

1. Position your cursor in the cell you wish to paste the text.
2. In the 'Home' ribbon, click the 'Paste' button in the toolbar.



For help and assistance,  
call the ICT Helpdesk  
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.