Delete, Cut, Copy and Paste

What is the difference between 'cut' and 'delete'?

When you 'cut' a section of your document it is removed from view and sent to the 'clipboard'. From here you can paste it into another section of your document.

When you 'delete' a section it is removed completely and not available for pasting elsewhere.

How do I delete something I've already typed?

To delete a *few letters or words*:
1. Place your cursor at the START of the text you wish to delete and press the 'Delete' key.
     OR
   Place you cursor at the END of the text and press the 'Backspace' key.

If you have a *large section* of text you wish to delete:
1. Select the section of text to be deleted.
2. Press either the 'Backspace' or the 'Delete' key.

How do I cut/copy text?

1. Select the section of text you wish to remove.
2. In the 'Home' ribbon, click the 'Cut' or 'Copy' button in the toolbar.
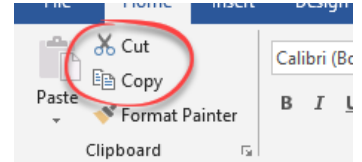
How do I paste?

Once you have cut or copied something to the clipboard you can use the 'paste' command to put it elsewhere in your document.

1. Ensure the cursor is at the position you wish to paste the text.
2. In the 'Home' ribbon click the 'Paste' button in the toolbar.
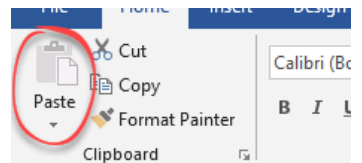
The last selection you cut or copied will be inserted into your document.

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.