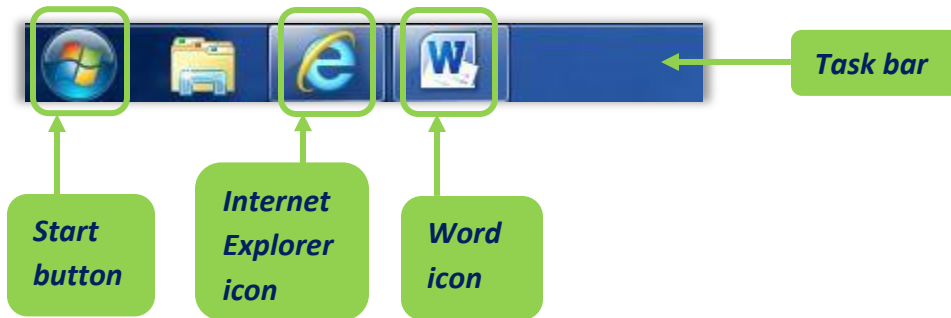


Selecting, Copying and Pasting

This activity will introduce you to the mouse and keyboard skills you will need to effectively select text, copy that text to the clipboard, and paste it from one program to another. You will also gain experience switching between windows using the task bar, located along the bottom of the screen.

To begin this activity, let's open two different programs: Internet Explorer and Microsoft Word. Once these programs are opened, your taskbar should look something like this:



The task bar will always show you which programs and windows are currently open. You may not be able to see all of them at once if the windows are maximized (taking up the full screen) but you can always find them, and switch between them, using the task bar.

Step 1: Find and Select desired text

Click the **Internet Explorer icon** on the taskbar to display Internet Explorer (IE). When it is first opened, IE should display the library website, which is set as the homepage on our computers. If you are not seeing the library homepage, type www.westlandlibrary.org into the address bar and press the Enter key to reach our website.

Now practice selecting some text from one of our **Library News** items. Choose any news item you'd like.

The screenshot shows a webpage titled "Welcome to the Westland Public Library" with a sub-header "Library News". A news item titled "MeLCat Unavailable" is displayed. The text of the news item is highlighted in blue, indicating it has been selected. The text reads: "To better serve our patrons, the William P. Faust Public Library of Westland will be moving to a new online catalog system in June 2013. To help prepare for this transition, the library and its patrons will be unable to access MeLCat for interlibrary loan from March 11, 2013 until the beginning of July 2013. For more information, click here." To the right of the text is the MeLCat logo, which includes the text "MICHIGAN LIBRARY" above "meL" and ".org" below it. Below the main text, there is a line that says "No MeLCat renewals will be honored during this time." followed by a small icon of a document with an arrow pointing out.

To select text:

1. Left click at the beginning of the text, holding down the left mouse button;
2. Continuing to hold down the mouse button, drag the mouse to the end of the text;
3. Release the mouse button.

Your selection should look something like the image above. Selected text will appear highlighted, often in blue.



TIP: With computers, there are often several ways to accomplish the same task. Copying and pasting is one example. It doesn't matter which method you choose, as long as you achieve the result you want.

Step 2: Copy desired text

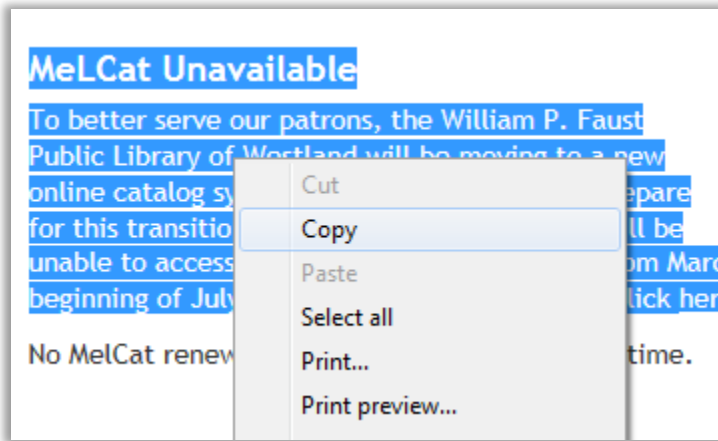
In this activity, we will show you three separate methods to copy and paste, so you can choose the one that works best for you. Different programs will provide different menus and options, so it is useful to be flexible in your methods.

When you copy information, it will be added to the computer's "Clipboard." The Clipboard is the computer's name for the location where it stores text or images you have cut or copied for later use. Usually, the Clipboard only stores one item at a time. If you copy something new, whatever is currently on the Clipboard will be lost.

With your text selected, choose one of the following methods to copy it to the Clipboard:

Method 1 – Right clicking

Carefully **right click** once on the selected text. This will pull up a contextual menu giving you the option to **Copy** the selected text (see image, below).



Left click on the **Copy** option to copy the selected text to the Clipboard.

Note: If you right click somewhere other than your selection, you will pull up a different contextual menu and will lose the text you've highlighted. Simply reselect the text, and try again to right click on it until you see the menu that contains the Copy option.

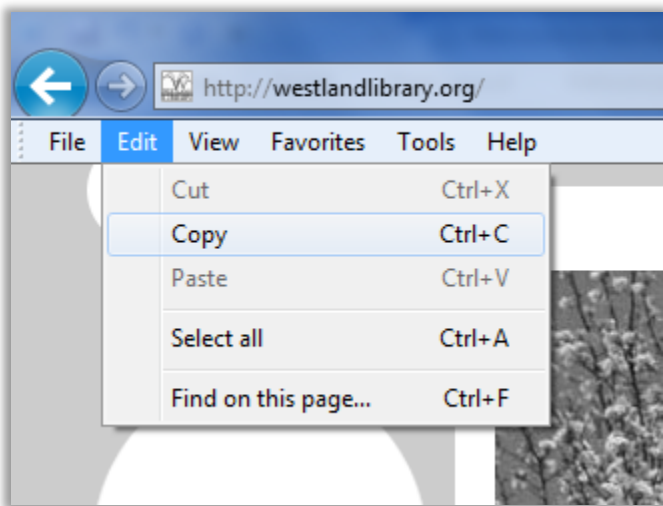
Method 2 – Keyboard shortcut

The keyboard shortcut for the copy function is **Ctrl + C**.

With the text selected, hold down the Ctrl ("Control") key on the keyboard and then press the C key. As long as you are holding down Ctrl while you press the C key, your text will automatically be copied to the Clipboard.

Method 3 – Edit menu

With the text selected, click on the **Edit menu** at the top left corner of the page. Click on the **Copy** option to copy the selected text to the Clipboard. You'll notice that the Edit menu reminds you of the keyboard shortcuts for a variety of functions, including Copy and Paste.



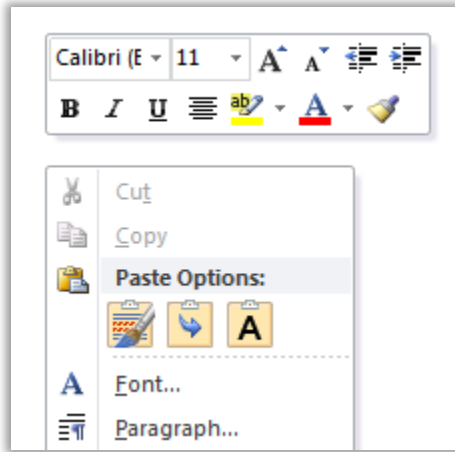
Step 3: Paste text

Now you are going to paste the text you copied from IE into a Word document.

Click on the **Microsoft Word** icon located on the taskbar at the bottom of the screen. This should pull up the blank document you created by opening Word at the beginning of this activity.

Method 1 – Right clicking

Right click on the blank Word document. This will pull up Word’s contextual menu for formatting.



Select one of the three **Paste Options**. Then try the other two Paste options as well. Each does something slightly different to the formatting of the text you’re pasting from the Clipboard. Below, record Word’s names for each of the three paste options:

If you are pasting something other than text, such as an image, into your Word document, you will only see one paste option. Since word recognizes the content of the Clipboard as text, it lets you choose how you’d like that pasted text to display in your document.

Method 2 – Keyboard shortcut

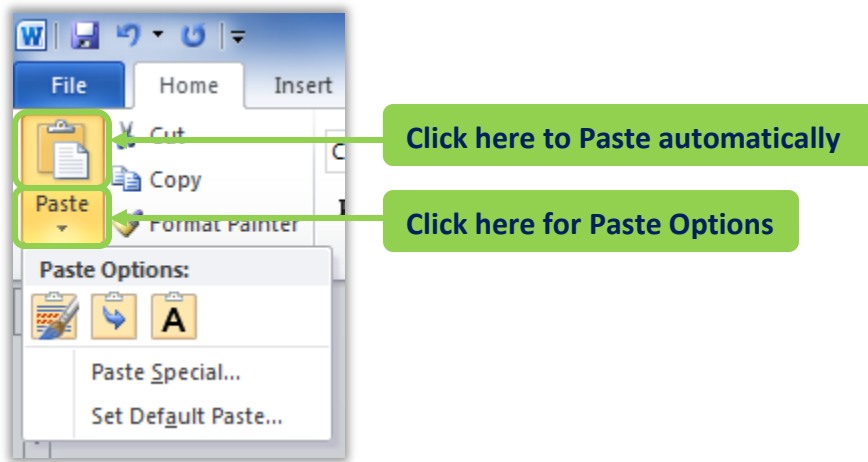
The keyboard shortcut for the paste function is **Ctrl + V**.

Hold down the Ctrl (“Control”) key on the keyboard and then press the V key. As long as you are holding down Ctrl while you press the V key, your text will automatically be pasted into the document.

Note that Word does not provide you with Paste options if you are using the keyboard shortcut.

Method 3 – Word’s Paste button

Since Microsoft Word is a program for editing text and creating documents, it has a special **Paste button**, located at the top right of the screen when the **Home tab** is selected.



When you click on the clipboard image on the Paste button the contents of the Clipboard will automatically be pasted into your document.

If you click on the bottom part of the Paste button, you will see the same **Paste Options** as before. The Paste button also provides additional options, such as **Set Default Paste**, which allows you to tell Microsoft how you would like it to handle pasting into any of your future documents.

Congratulations! You've just finished your first official course in selecting, copying, and pasting information from one computer program to another. These functions vary a bit depending on what format of information (e.g. text vs. images) you are trying to select, copy or paste, but the methods described above should provide you with an excellent starting place the next time you want to move something from one place to another on the computer.



TIP: Another keyboard shortcut that you may find extremely useful is Ctrl + Z. This is the computer's "undo" function. If you make a mistake in a document you are working on, hold down Ctrl and press Z to undo your last action.