

## The Clipboard

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Microsoft's Clipboard is more than just a feature in Word. It is available in the other Microsoft applications and is also available in most other computer functions and processes – file management, Web browsing, among others.

Even though it is available whenever you need it, you might not always see what is in the Clipboard.

The benefit of using the Clipboard in Word, PowerPoint, and Publisher is that you can actually see what is stored there temporarily and can have more than just one item stored.

Note: The contents of the Clipboard are deleted when you close a program, restart or shut down your machine since they are stored in the computer's RAM (random access memory).

How do you put something in the Clipboard? You have numerous ways to Copy it or Cut it and put it there.

1. Select it and then press <ctrl> C (Copy) or <ctrl> X (Cut).
2. RIGHT click on the item and select Copy or Cut from the context-sensitive menu.
3. Select it and then select Copy or Cut from a menu on the screen (e.g., the Copy and Cut commands in the Clipboard command group in Word).

Notice the screen capture of the Clipboard in Word. You'll see multiple entries and also the option to Paste All, Clear All or Paste or Delete specific Clipboard items.

When you have the Clipboard visible in the various Office applications, you have the ability to store items there for ready access. This becomes a very handy way to repeat text/numbers or images. Even though a little tricky, it's also a neat way to *move* text or other items within a document.

