

Cut, Copy And Paste

Subject Descriptors:

Word Processor, Writer, OpenOffice.org, Cut, Copy, Paste

Application (Version):

OpenOffice 3.1.0 Writer

Windows XP, Windows Vista

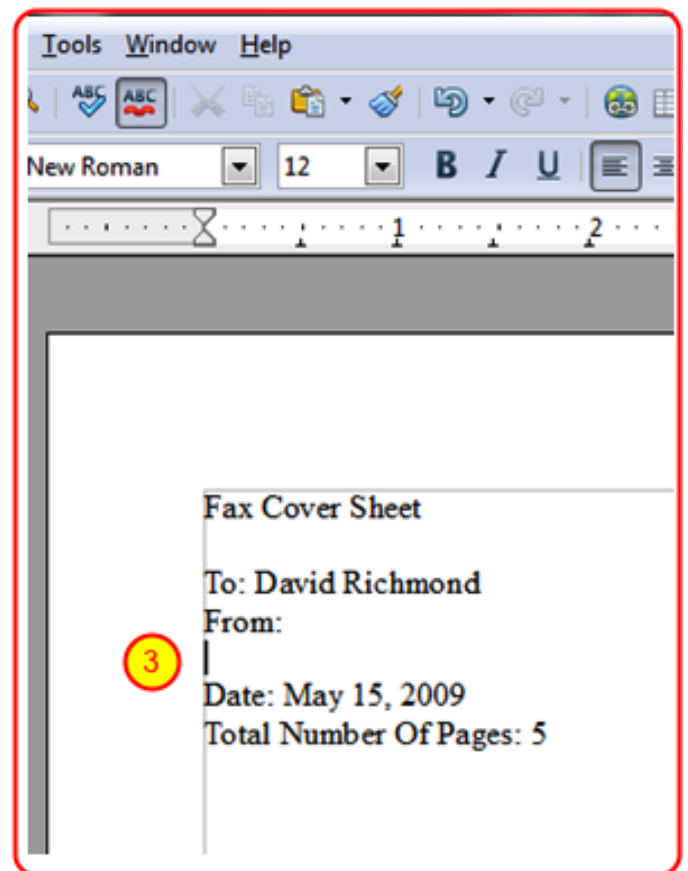
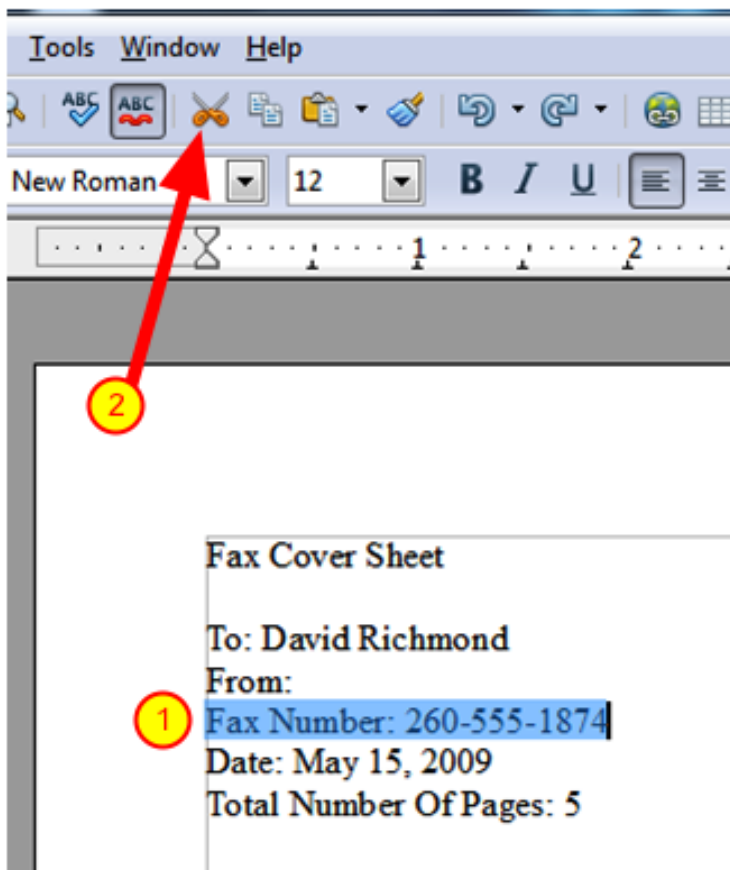
Task Description:

How do I copy text in OpenOffice? How do I cut text in OpenOffice? How do I paste copied text into OpenOffice?

Tutorial Date:

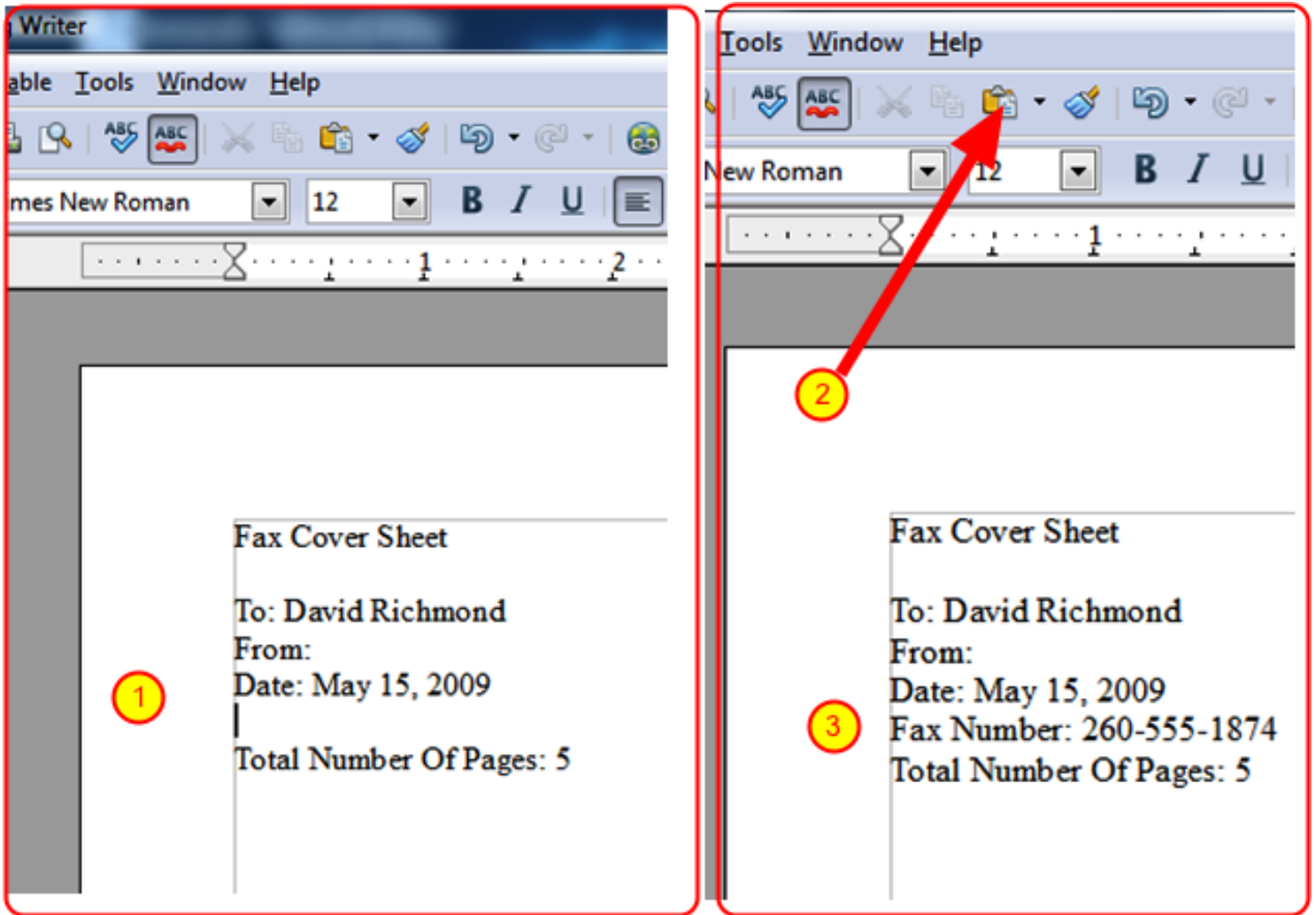
15 May 2009, by Tim Holmes

Cut Text From Document



- 1) Highlight the text that you would like to cut.
- 2) Then, click the **Cut** icon located in the top toolbar.
- 3) Then, your document should look as follows.

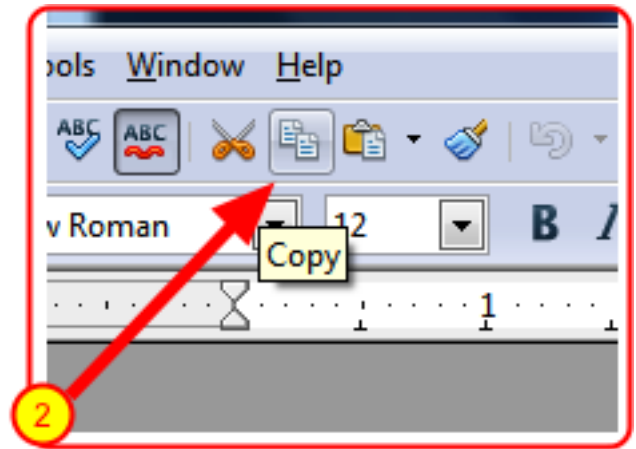
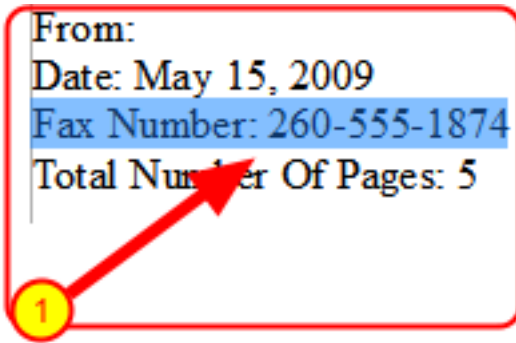
Paste Copied Or Cut Text



Now, let's place the text that we have cut, on a different line in our document.

- 1) From 3) in the [Cut Step](#) we delete the blank line that was left from cutting the text and we put our cursor at the end of the [Date line](#) and press enter to create a new blank space for our text that we will be pasting. (It should look as picture 1) does, above.
- 2) Click the **Paste** icon from the toolbar above.
- 3) Now, your document should appear as 2) does, above.

Copy Text



- 1) Highlight text you want copied. (As shown above)
- 2) Then, click the **Copy** icon, from the top tool bar.