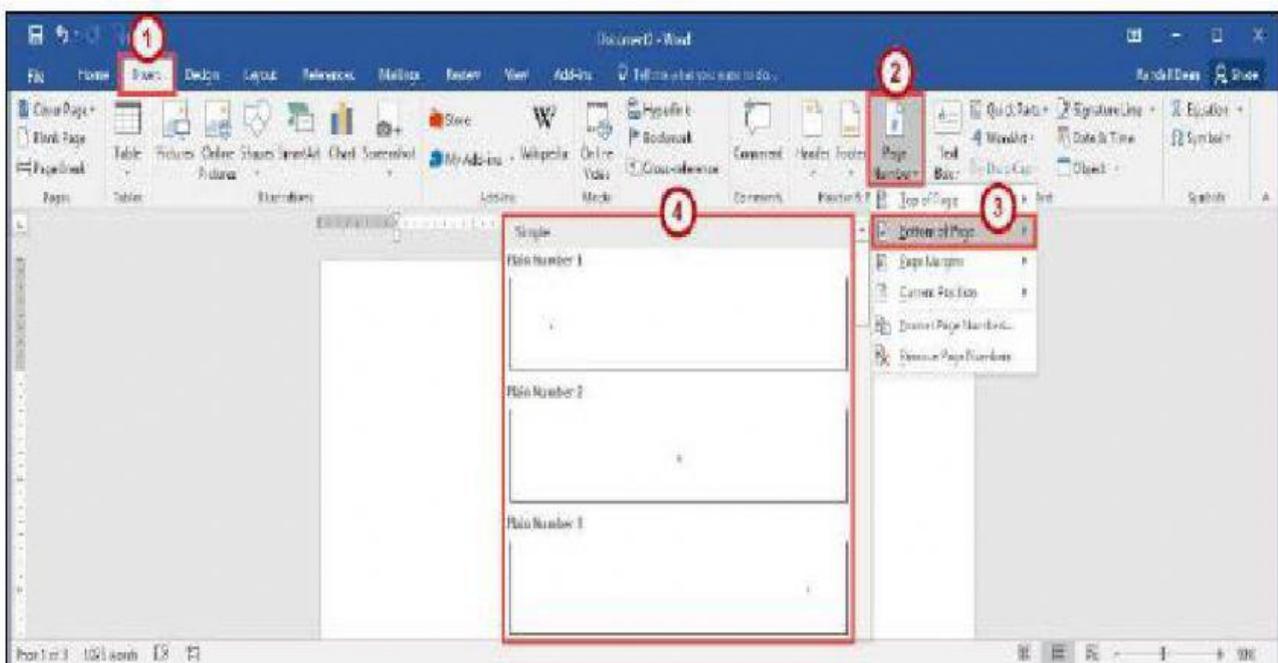Lesson 13   Adding Pages to your Document and Cut,Copy Paste

1.Click the **Insert** tab.

2. Click **Page Number.**

3. In the **Page Number** drop-down, click **Bottom of Page.**

4. **In the Bottom of Page** drop-down menu, click on a **page number design.**

Cut, Copy, and Paste Text

To remove text from one place in the document and put it in another you *cut and paste* the text. You can also *copy and paste* text if you want to add copies of your selection elsewhere in your document.

The Cut, Copy, and Paste commands, along with the Format Painter, are located in the *Clipboard* group on the *Home* tab.

Cutting and Pasting Text

1. **Select** the text to be cut.
2. Click the **Home** tab.
3. Click the **Cut** button.
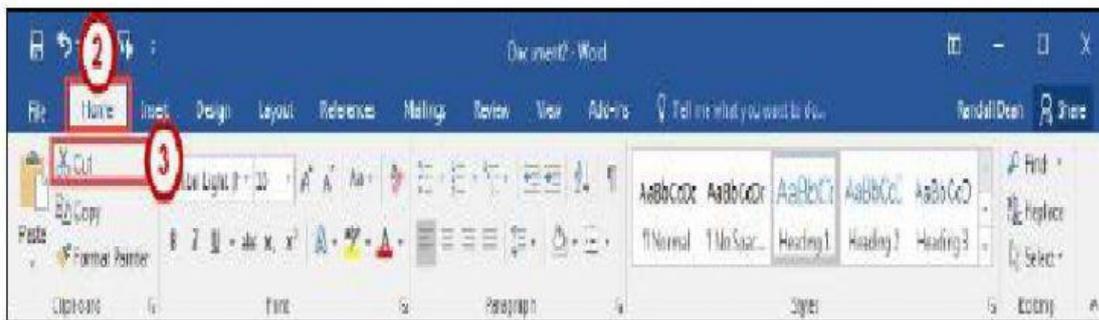
4. Click within the document where you want to paste the text.
5. Click the **Paste**
6. Your text will be reinserted into the location you specified within your document.
   NOTE: You can move text from one place to another by selecting the text and then clicking and dragging the text to the new location

Copying and Pasting Text

1. Select the text copied.

2. Click the **Home** tab.

3. Click the **Copy** button.

4. Click within the document where you want to paste the text.

5. Click the **Paste** button

6.Your text will be reinserted into the location you specified within your document.

Questions

1. Cut, copy, paste to another document is a simple task but very important. Describe how the process works.

2. In what documents do you think this is mostly used?