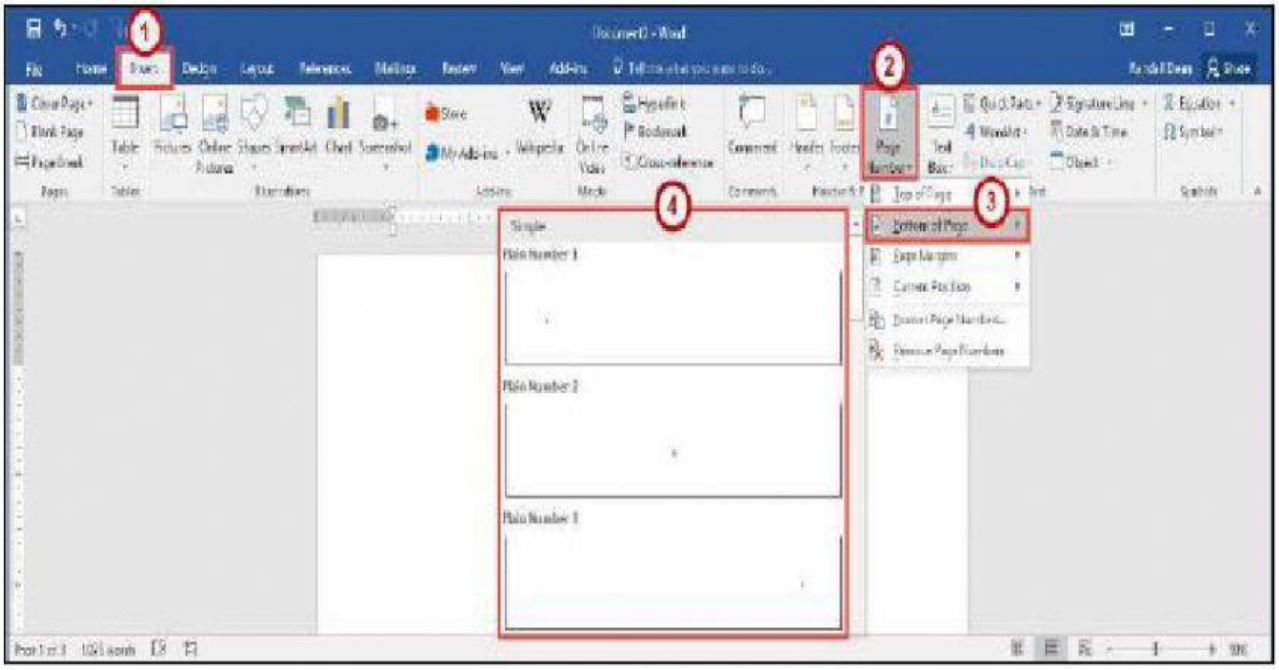
Lesson 13 Adding Pages to your Document and Cut,Copy Paste

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.**



LIVEWORKSHEETS

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.

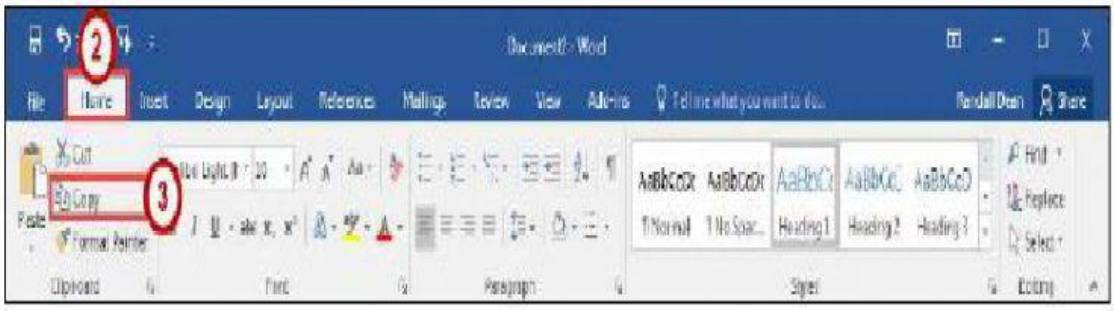


4. Click within the document where you want to paste the text.
5. Click the **Paste**
6. Your text will be reinserted into the location you specified within your document.
   NOTE: You can move text from one place to another by selecting the text and then clicking and dragging the text to the new location

LIVEWORKSHEETS

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.

LIVEWORKSHEETS

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?**

LIVEWORKSHEETS