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Copying and pasting in Word 365 is a simple task that can save you time and effort. Whether you're working on a document for school or creating a report for work, knowing how to copy and paste efficiently can make your life a whole lot easier. Ready to learn? Let's dive in! Before we get into the nitty-gritty, let's understand what we're aiming for. By following these steps, you'll be able to duplicate text or images from one part of your document to another, or even from a different program entirely. Click and drag your mouse over the text or image you want to copy to highlight it. Once you've selected the content, it's ready to be copied. Make sure you've got everything you need because what you select here is what will be duplicated. Press Ctrl+C on your keyboard, or right-click the highlighted content and select 'Copy' from the context menu. This step stores the selected content onto your clipboard, a temporary storage space on your computer. It's now ready to be pasted wherever you need it. Click in the spot within your document, or in another program, where you want the copied content to go. The placement of your cursor is crucial because the content from your clipboard will be inserted exactly where your cursor is blinking. Press Ctrl+V on your keyboard, or right-click and select 'Paste' from the context menu. Voilà! The content you copied will now appear in the new location. You can paste the same content multiple times in different places if needed. After completing these steps, the content you copied will be duplicated in the location you selected. Remember that copying and pasting does not remove the original content, it simply creates a copy. Use keyboard shortcuts (Ctrl+C to copy and Ctrl+V to paste) for a faster workflow. If you're copying text with formatting you don't want, use the 'Paste Special' option and select 'Unformatted Text'. To copy everything in your document, press Ctrl+A to select all before copying. You can also use the 'Copy' and 'Paste' buttons in the Home tab on the ribbon for a mouse-friendly option. If you make a mistake, don't panic! You can always undo your last action by pressing Ctrl+Z. Yes, you can! The clipboard works across different programs, so you can copy from Word and paste into an email, a web browser, or another document. 'Paste Special' allows you to choose how the copied content will be formatted when it's pasted. It's handy when you want to remove any original formatting or convert the content to a different format. Absolutely! The steps are the same for both text and images. Just select the image, copy it, and paste it where you need it. Your computer's clipboard does have a limit, but it's usually big enough that you won't run into problems with typical documents. Word 365 doesn't support multiple clipboards by default, but you can use the Office Clipboard feature to copy and paste several items. Select the content you want to copy. Copy the selected content. Place your cursor where you want to paste the content. Paste the copied content. So there you have it, a simple guide on how to copy and paste in Word 365. Whether you're a student, a business professional, or just someone looking to make their document editing a bit more efficient, mastering these basic functions is a must. Remember that the more you practice, the better you'll get. And don't forget about those handy tips and the 'Paste Special' feature for those times when you need a little extra control over your content. So go ahead, give it a try, and watch how it speeds up your workflow. Happy copying and pasting! Matthew Burlleigh has been writing tech tutorials since 2008. His writing has appeared on dozens of different websites and been read over 50 million times. After receiving his Bachelor's and Master's degrees in Computer Science he spent several years working in IT management for small businesses. However, he now works full time writing content online and creating websites. His main writing topics include iPhones, Microsoft Office, Google Apps, Android, and Photoshop, but he has also written about many other tech topics as well. Read his full bio here. Microsoft Word or MS-Word is a powerful word processing program which have many features, and it allows you to create documents such as letters, articles, etc. It is very much user-friendly and interactive to the user, i.e. is easy to work with because of the vast features provided by the MS-Word. Copy And Paste Operation As of the many features provided by the MS-Word, Copy and Paste Operation is majorly used one. This operation is used when the user has the content previously written or has already written content somewhere else (in any other document or in memory somewhere) then copy content from there and paste it where required in the MS-Word document(which is currently in progress). With the help of this operation, users can save there valuable time. So, to learn this easy and very effective operation, we will learn with the help of images and instruction and learn this Copy and Paste operation in MS-Word. Method 1: Steps to follow for copy and Paste operation: Step 1: First open MS-Word in your PC. Step 2: Now, Open the document or create new one in which you want to do the copy and paste operation. Step 3: Now, go to the "Home tab" (shown in the picture) Step 4: Now, select a text or word or paragraph or any part of content which you want to Copy. (For example here we want to copy "Geeksforgeeks This is a paragraph, we will use it to copy and paste, Geeksforgeeks") Step 5: Now, go to the "Clipboard" section in home tab (marked by circle in the image below). Step 6: Now, As you have already selected the text to be copied, then in "Clipboard" there is a option called "Copy"(marked in the image below). Select the "Copy" option to copy the text successfully. Step 7: Now, Select or Choose a place where you want to paste the text you have copied. Place the cursor there, (For example, here we want to place the Cursor after "Hi Geeks!") Step 8: Now, again go to "Clipboard" section and click on the option "Paste" (marked in the image below) to successfully paste the text you have copied earlier. Step 9: You have successfully pasted the copied text. This way we can easily complete the copy and paste operation. Method 2: Shortcut Keys Also, there is another way, or we can say the shortcut way. So, for that we have to know about the shortcut keys which are: Shortcut Key for Copy = "Ctrl + C" Shortcut Key for Paste = "Ctrl + V" Now, We will again see Step by Step Copy and Paste operation with the help of images and instructions we will learn and also with the help of shortcut keys. Steps to follow for copy and Paste operation with the help of Shortcut keys: Step 1: First open MS-Word on your PC. Step 2: Now, Open the document or create new one in which you want to do the copy and paste operation. Step 3: Now, select a text or word or paragraph or any part of the content which you want to Copy. (For example here we want to copy "Geeksforgeeks This is a paragraph, we will use it to copy and paste, Geeksforgeeks") Step 4: Now, to copy the selected text, Press "Ctrl + C". The text copied successfully. Step 5: Now, Select or Choose a place where you want to paste the text you have copied. Place the cursor there. (For example, here we want to place the Cursor after "Hi Geeks!") Step 6: Now, to paste Press "Ctrl + V". The copied text is pasted at selected place Successfully. So, This is the technique which we use generally for copy and paste operation. Word paste copy refers to one of the most common and essential editing functions in Microsoft Word: the ability to duplicate (copy) text or elements and insert (paste) them elsewhere in your document. This function is the cornerstone of fast, efficient document editing. Whether you're using Windows, macOS, or Ubuntu, mastering the copy and paste shortcuts in Word will help you boost productivity and make fewer errors while editing. Copy (Ctrl/Cmd + C): Creates a duplicate of the selected text or object and saves it to the clipboard. Paste (Ctrl/Cmd + V): Inserts the contents of the clipboard into a new location in your document. You can copy anything: text, images, tables, formatting, and more. ActionShortcutCopyCtrl + CPasteCtrl + VCutCtrl + X How to use: Select the text or object you want to copy. Press Ctrl + C to copy. Move the cursor to the new location. Press Ctrl + V to paste. Pro Tip: Use Ctrl + Shift + V to paste without formatting (in Word Online or some apps). ActionShortcutCopyCommand + CPasteCommand + VCutCommand + X How to use: Highlight the content to copy. Press Cmd + C. Place the cursor, and press Cmd + V to insert. For pasting plain text in macOS Word, use: Command + Shift + Option + V ActionShortcutCopyCtrl + CPasteCtrl + VCutCtrl + X ActionShortcutCopyCtrl + CPasteCtrl + V You can also right-click and choose Copy or Paste, or use the Edit menu. Copy duplicates the content and leaves the original intact. Cut removes the content from its original place and stores it on the clipboard. Use Paste after either action to place the content wherever you need it. Reusing headers, tables, or blocks of text Moving sections of a document without retyping Duplicating content between Word documents Copying information from emails, PDFs, or the web Sharing templates or standardized content Sometimes you don't want to bring fonts or styles with you when pasting. Paste normally: Ctrl + V Paste plain text (Word 365): Ctrl + Shift + V or Alt + H, V, T Cmd + Shift + Option + V (in some apps) Use Paste Special: Cmd + Control + V – Choose Unformatted Text Ctrl + Shift + V – Choose from the list of formats PlatformCopyPastePaste Without FormatCutWindowsCtrl + CCtrl + VCtrl + Shift + V / Alt + H, V, TCtrl + XmacOSCmd + CCmd + VCmd + Shift + Option + VCmd + XUbuntuCtrl + CCtrl + VCtrl + Shift + VCtrl + X Can I copy and paste between Word and other programs?Yes! Word supports universal clipboard formats for text, images, tables, and links. How do I copy content from web pages into Word cleanly?Use Paste Special (Alt + H, V, T in Windows) to paste as plain text. Is there a clipboard history in Word?Yes, press Ctrl + C twice (Windows) to open the clipboard manager (if enabled). How do I remove formatting after pasting?Use the Clear Formatting button in the Home tab or highlight the text and press Ctrl + Space. Does Word Online support copy/paste shortcuts?Yes, in most modern browsers. In Firefox or Safari, it may prompt for additional permissions. Using Word paste copy shortcuts helps you work faster, smarter, and with fewer mistakes. Whether you're on Windows, macOS, or Ubuntu, knowing how to copy and paste efficiently is essential for editing and formatting any document. From quick duplication to formatting-free pasting, these shortcuts streamline your workflow and save valuable time. Practice them today to become a true Word pro! If you need help for Windows, you can find a whole list of all keyboard shortcuts here. Advertisement You can move or copy text in a Word document by cutting or copying a selection and then pasting the text in a new location. You can cut, copy, and paste any item—like pictures, shapes, or tables—not just text. Copying text lets you duplicate the selected text so it can be used somewhere else. Select the text you want to copy. Click the Copy button on the Home tab. A copy of the selected text is placed in the Clipboard. Press Ctrl + C to copy. Click where you want to paste the text. You can copy, cut, and paste text or other items within a document, between documents, or between programs. Click the Paste button. Press Ctrl + V to paste. The text you copied is duplicated in the new location. When you cut text, it is removed from its original location and placed in the Clipboard. Select the text you want to cut. Click the Cut button on the Home tab. Press Ctrl + X to cut. Click where you want to paste the text. Click the Paste button. Select the text you want to move, then click and drag the selected text to where you want to place it. (Pressing Ctrl while moving will copy it.) Highlight the text and press Ctrl + C (PC) or Cmd + C (Mac) to copy. Click the place you want to paste the text. Press Ctrl + V (PC) or Cmd + V (Mac) to paste. 1 Highlight the text you want to copy. You can highlight words, sentences, paragraphs, or other blocks of text by left-clicking and dragging your mouse pointer over the text. 2 Right-click the text and select Copy. Alternatively, you can click Copy on the Home tab. This copies the text to your clipboard. Instead of right-clicking the text or clicking Copy, you can also press Ctrl + C (PC) or Cmd + C (Mac) at the same time. Advertisement 3 Click the location where you want to paste the text. This can be anywhere in your Word document. You can even open a second Word document and paste the text there. 4 Right-click the location where you want to paste the copied text. A menu will appear with several options. You'll see a few different icons under "Paste options" on the menu. If you just want to quickly insert the text at the desired location, press Ctrl + V to paste instead. 5 Select a paste option. You can now select the paste option that works best for you. Keep source formatting (the clipboard with a paintbrush): This option pastes the selected text with its original formatting. So, if the text was bold, used a different font, or was a different color than the region into which you're pasting it, the text will retain its original features. Merge formatting (the clipboard with an arrow): This option makes the selected text blend seamlessly with existing text while keeping basic formatting changes like bold and italics.[1] Picture (the clipboard with a photo): This converts the copied text into an image and pastes it as such. Keep text only (the clipboard with an "A"): This option strips all formatting from the original copied text and applies the new section's formatting instead. 6 Paste the word(s). Go to the part of your document where you want to place the text(s) that you've copied and then click on it. Right-click, and choose "Paste" from the options that appear. Advertisement Ask a Question Advertisement Thanks Thanks Advertisement Co-authored by: Computer & Phone Repair Specialist This article was co-authored by Gonzalo Martinez. Gonzalo Martinez is the President of CleverTech, a tech repair business in San Jose, California founded in 2014. CleverTech LLC specializes in repairing Apple products. CleverTech pursues environmental responsibility by recycling aluminum, display assemblies, and the micro components on motherboards to reuse for future repairs. On average, they save 2 lbs - 3 lbs more electronic waste daily than the average computer repair store. This article has been viewed 108,070 times. Co-authors: 8 Updated: May 15, 2025 Views: 108,070 Categories: Microsoft Word Print Send fan mail to authors Thanks to all authors for creating a page that has been read 108,070 times.