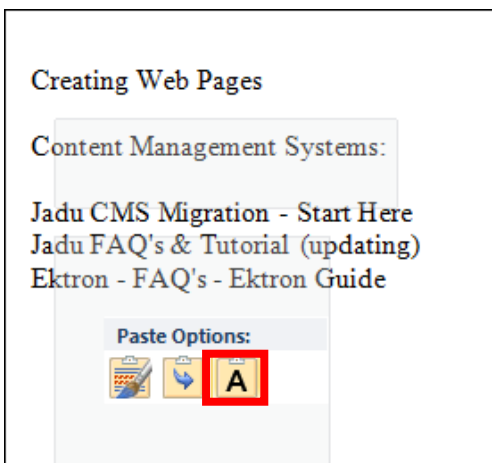
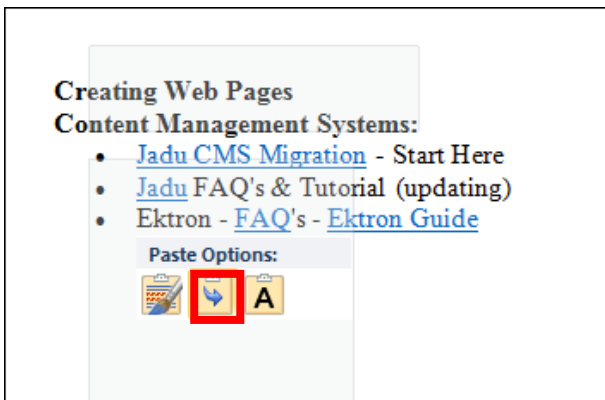
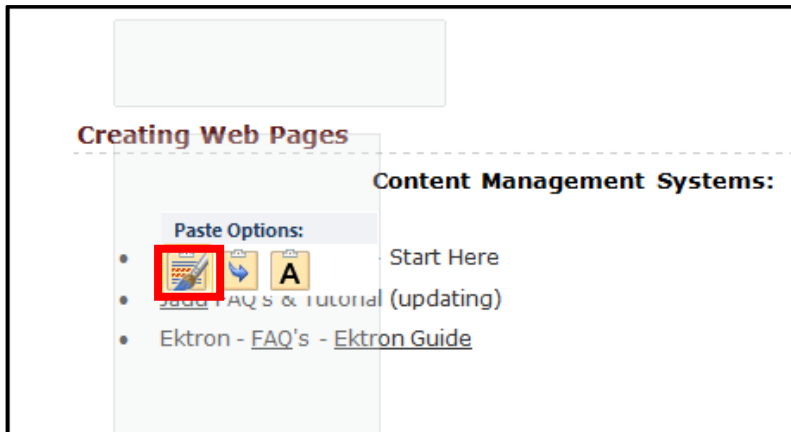
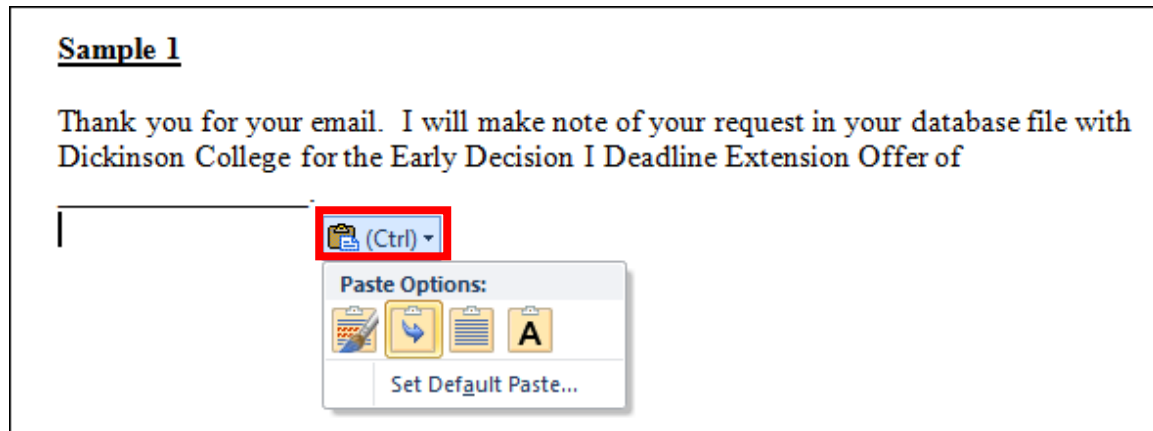


Microsoft Word 2013: Copy & Paste Tips

If you use copy (CNTL P) then paste (CNTL V) Try right mouse click & see the options you have under Paste. This will change according to what the text is that you copied. Here are 3 Paste Options that if you just hover over it, it will display & appear in your document. This hovering over is a nice feature in Office that is various places in the software.



Another way would be to find the little dialog box that comes up immediately after you paste something. This would appear if you did a CNTL V to paste or any other type of Paste. You will find it immediately after you pasted, otherwise if you start typing it assumes you like what was copied & it goes away. Here is what it looks like shown below. Once again the hover over gives you the example of the option, in the document so you can decide what type before pasting it.



In **Word, File, Option**, then the **Advanced** area, you will find an entire section on various settings in Word up to deal with **Cut, Copy & Paste**.

I have mine set to **Merge Formatting** so I never have to worry about it changing. Be sure to click **OK** to make any changes.

