

Office Clipboard Tip

Most Microsoft Office 7 users know that when they use Control C or Control X to copy or delete text, the text is stored in the Office 7 Clipboard. When they use Control V, the most recently stored text is copied from the Clipboard to a document or file.

Not everyone is aware, however, that they can have multiple blocks of text in the Clipboard at the same time and choose which they want to paste into their document or file. Try this out by doing the following.

1. Select a block of text in an Office application.
2. Hit Control C or Control X.
3. Select another block of text and hit Control C or Control X again.
4. On the Home tab in your Office application, find the control group labeled Clipboard on the left end of the ribbon.
5. Find the small box with a tiny arrow located to the right of the word Clipboard.
6. Click the small box. A panel will appear containing both blocks of text that you stored in the Clipboard (and possibly other text blocks stored previously).
7. Click the text you want to paste into your document or file.

You can store up to 24 blocks of text in the Clipboard at one time and select any or all of them to insert into your document. You can use this method to paste content within a document, from one document to another, or from one Office application to another. If you close all of your office applications, the Clipboard retains only the most recently stored text.