

Copy and Paste

There are several ways to copy and paste information from one document into another, but here is one way of doing it. First, you will want to highlight the content. Use your mouse to move the cursor on the screen to the beginning of the text you want to copy. Click and hold your left mouse button while you drag the cursor over the content you want to copy. Release the left mouse button once the content you want is highlighted. Now, click the right mouse button on the highlighted text and you will see a dropdown menu that includes the word "Copy." Click "Copy" with your left mouse button. Now you can move your cursor to the place you want to paste the content and click the right mouse button again. When the dropdown menu appears, click "Paste" with the left mouse button.