

Copying Multiple Text Sections

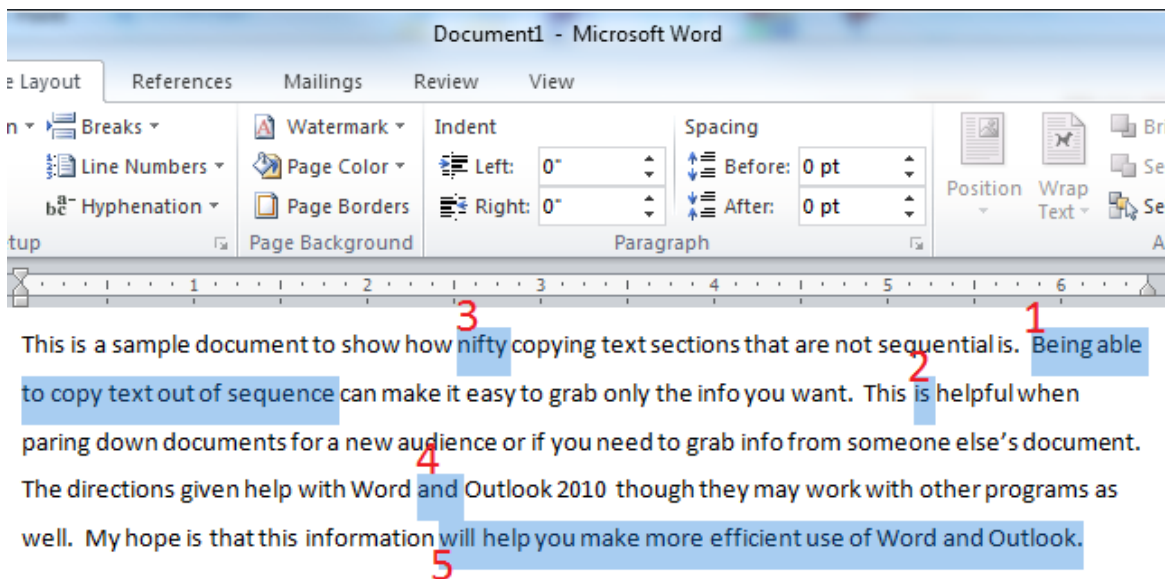
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Most computer users are familiar with the ability to copy and paste information. What most don't realize is that you can pick and choose what you copy as well as the order of the information. Below is a screen shot of sample text in Microsoft Word 2010. I use **CTRL+Mouse Drag** to highlight the text in the order noted:



Below is how the highlighted text appears when copied and pasted:

**Being able to copy text out of sequence
is
nifty
and
will help you make more efficient use of Word and Outlook.**

To use this feature, do the following:

1. Using your mouse, highlight the first section to be copied.
2. Use **CTRL + Mouse Drag** to highlight the next section(s).
 - a) NOTE: Things will be copied in the order they are highlighted so if you highlight sentence 1 then 5 and finally 3 the pasted content will be 1, 5, 3.
3. COPY the highlighted text (i.e., CTRL+C, click the menu button, CTRL+INSERT, etc).
4. PASTE the copied text (i.e., CTRL+V, click the menu button, SHIFT+INSERT, etc).
 - a) Each block of text is pasted as a separate line.

Using this method you can copy blocks of text ranging from a single word, sentence, paragraph or even larger. Many find that using this process makes it very easy to reorder a document for new uses. For example, this can be used to summarize content from a Word document by selecting key phrases and then paste it into PowerPoint or an Outlook message. This ability is in many Microsoft Office programs including Microsoft Word, PowerPoint and Outlook 2010.