

Copy/Paste keyboard shortcut ^[1]

May 7, 2020 by [UIS Communications](#) ^[2]

Tired of right-clicking in all your documents to do some of the most common – and frequent – tasks? Keyboard shortcuts can make your computer experience quicker and easier. Copy and paste between documents with ease using this week's keyboard shortcut.

With the desired text/object highlighted, press **Ctrl+C** (**Cmd+C** in MacOS) to Copy that item onto your clipboard. Put your cursor where you would like to place the text/object and press **Ctrl+V** (**Cmd+V** in MacOS) to **Paste**.

[computer help](#) ^[3], [keyboard shortcut](#) ^[4]

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