

## Copy/Paste keyboard shortcut <sup>[1]</sup>

May 7, 2020 by [UIS Communications](#) <sup>[2]</sup>

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](#) <sup>[3]</sup>, [keyboard shortcut](#) <sup>[4]</sup>

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Copy/Paste keyboard shortcut

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### **Links**

[1] <https://www.cu.edu/blog/tech-tips/copypaste-keyboard-shortcut> [2] <https://www.cu.edu/blog/tech-tips/author/28671> [3] <https://www.cu.edu/blog/tech-tips/tag/computer-help> [4] <https://www.cu.edu/blog/tech-tips/tag/keyboard-shortcut>