PRODUCTIV Y

For Internal Use Only

Copy and Paste Using Office Clipboard

The Office Clipboard allows you to copy up to 24 multiple text and graphical items from Office documents or other programs and paste them into another Office document. For example, you can copy text from an e-mail message, data from a workbook or datasheet, and a graphic from a presentation and then paste them all into a document.

Click here to learn how to use Office Clipboard for Outlook.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Copy and Paste Using Office Clipboard

Outlook

1. In the message rub of your new man mes	suge, ener the option to show the office on pooling rusk rune.
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Clipboard Basic Text	Clipboard This message has not been sent.
From Send Cc Bcc Subject:	Paste All Clear All Clipboard empty. Copy or cut to collect items. Bcc Subject:

1. In the Message Tab of your new mail message, click the option to show the Office Clipboard Task Pane.

2. Select the items you want to copy for your message.



3. Items you copied will be listed in the clipboard.		
3 of 24 - Clipboard 💌 🗙	From	
Click an item to paste:	<u>S</u> end	
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Sample Copy 2		
Copy 1		

4. To paste the items from the clipboard to your message:

4.1 Click Paste All button to paste all items in your clipboard.



4.2 Place the cursor to your selected item and click Paste when the option appears or simply by double clicking on that item.

3 of 24 - Clipboard **•** x 📇 Paste All 🛛 🔀 Clear All Click an item to paste: 3 PRODUCTIV 🗐 Sample (Paste X Delete Copy 1

5.	After clicking paste/paste all, items will appear in your message.	
This	s message has not been sent.	
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	Subject:	
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Note: Collected items remain on the Office Clipboard until you exit all Office programs that are running on your computer or click Clear All in the Clipboard task pane. For more information, see Delete items from the Office Clipboard.		
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