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THE QUICK 'N' DIRTY GUIDE TO CUT 'N' PASTE

Here's a quick guide to the three basic steps used for cutting, copying, and pasting:
1.Select the item to cut or copy: a few words, a file, a web address, or any other item.
2.Hit CTRL + C to copy. Copy will duplicate something, leaving the original intact.
3.Click the item's destination and hit Ctrl + V to paste.

SELECTING THINGS TO CUT OR COPY Before you can shuttle pieces of information to new places, you have to tell Windows exactly what you want to grab. In most cases, selecting involves one swift trick with the mouse, which then highlights whatever you've selected.

- To select text in a document, website, or spreadsheet: Put the mouse arrow or cursor at the beginning (or end) of the information you want and hold down the mouse button. Then move the mouse to the end of the information and release the button. That's it! That action selects all the stuff lying between where you clicked and released.

Other Keyboard Shortcuts:

Shift + Home	Selects everything from the cursor to the beginning of the line
Shift + end	Selects everything from the cursor to the end of the line
Shift + right arrow	Selects one character to the right of the cursor
Shift + left arrow	Selects one character to the left of the cursor
Shift + down arrow	Selects a line moving down
Shift + up arrow	Selects a line moving up
Double click	Selects an entire word
Triple click	Selects an entire paragraph
CTRL + A	Selects entire document