Tips and Tricks Word
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Copy And Paste Not Working

My copy/paste operation has failed. Is there a way to fix it?
This is a typical question where not quite enough information has been given. It really is surprising how many people think that because they have a problem you will know the answer.
"My computer has stopped working can you tell me what is wrong please?"
So, let's try and take a stab in the dark and answer the question. I'm not sure what you are trying to do but in word and/or Excel, the clipboard is only capable of holding up to 24 items. You may have closed word or Excel and are working in the other program, but the clipboard is still holding your items. The computer doesn't know that you no longer require the data that's on the clipboard. Here's what to do.
In Word make sure you are on the Home tab and click the arrow under the Paste in the Clipboard tab.

Figure 1: The Clipboard Tab

Clipboard Contents

Clicking this will show the contents of the clipboard. Note that there are three items on the clipboard

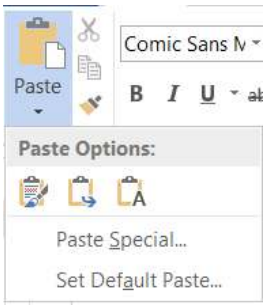

Figure 2: Clipboard Contents

Clear Clipboard

To clear the clipboard click the small corner arrow to the right of the word Clipboard. A type of dialog box will appear showing all the copies on the clipboard up to this point. Click the Clear All button and voila, the clipboard is empty. The only other way of clearing the clipboard is to close down all office programs.

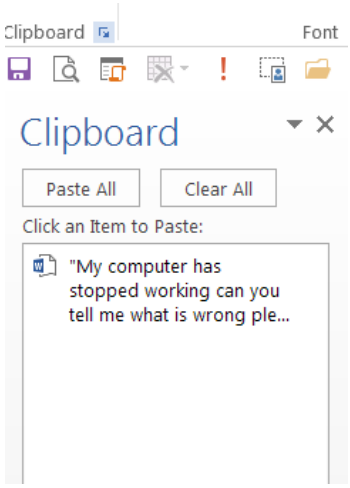

Figure 3: Clear Clipboard

Clearing Individual Items

Click the small right hand arrow after word Clipboard (as in above note). If there is more than one item listed it's possible to click the clipboard item and a small arrow will appear to the right.

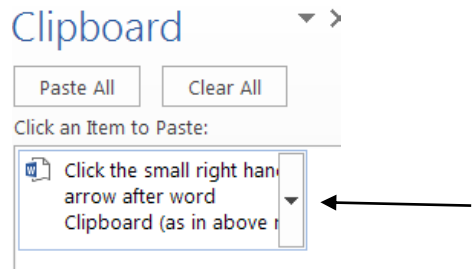

Figure 4: Click Clipboard Item

Click that small downward pointing arrow and you may now paste or delete the item from the clipboard as an individual item.
The clipboard is a very handy tool and it is worth playing with to see some of its functions and capabilities.

The Alt Shortcut Keys

In 2007 and higher have you ever typed the Alt key on its own and seen all the little letters and figures appear in the Ribbon? More to the point, do you know why they are there? Here are some shown below in a screen shot of the plain Ribbon.

Figure 5: The Ribbon

If the Alt key is pressed then numbers and letters will also display on the ribbon.

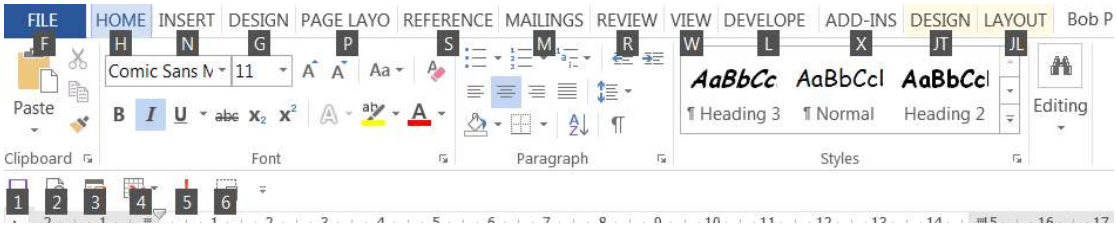

Figure 6: Ribbon With Alt Key Typed

The Ribbon is the same but different, why all the letters and numbers.

Let's look at the letters first. Up until version 2007 of Office all programs had in them a letter underlined in each menu item, using the Alt key plus that letter would move you to that menu. IE. Alt + E opened the Edit menu. This changed in version 2007 there was no more menu only the Ribbon. At first, it was so confusing to users that Microsoft wrote three utility programs with a 2003 fully working pseudo menu. When an item was clicked on the ribbon opened and where the same item could be found it was highlighted. These utilities are still available in versions 2010 and 2013. However, Microsoft didn't fully abandon the old method, type the Alt key now and the Ribbon display letters, which when typed will

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