X C V
makes copy-and-paste easy

This is an **encore** Tip of the Week.
Re-sending it because it's potentially
so useful to so many people.

Brought to you by Lisa Schwaiger
- DOPM HelpDesk Triage and Computer Tech, currently working from home

SITUATION:

What is an easy/fast way to copy-and-paste (or cut-and-paste)?

SOLUTION:

Look at your keyboard and find the letters X C and V.
They are all next to each other.

[Ctrl] + **X**	…. is for cut -- (because it's like putting an "X" through something to cross it out)
[Ctrl] + **C**	… is for copy --obviously ☺
[Ctrl] + **V**	…. is for paste. There is no logical reason for V meaning paste, except for the fact that it then puts these 3 very common things all together on a keyboard.

In conclusion: There is no need to "right click" to
copy-and-paste. The above method is faster.

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?
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