**Moving Text without Affecting the Clipboard**

Here is a trick that was first introduced in Word 5 for DOS and is still valid in all succeeding version of Word. Suppose you want to move something (a word, sentence, graphic, table, etc.) from one location in the document to another. You probably know the standard way of doing the move (using cut and paste), but there is another way. You can do the move very quickly via the following:

1. Highlight (select) what you want to move.
2. Display the spot in the document where you want to move the information.
3. Holding down the **Ctrl** key as you right-click the mouse on the spot where the item should be moved. Word moves the highlighted item to where you right-clicked.

The beauty of this technique is that the Clipboard is not involved. This means that if you had something on the Clipboard before the move, it is still there for later use; it hasn't been disturbed.

You should note that if, instead of moving, you want to just copy, all you need to do is hold down both the **Shift** and **Ctrl** keys in step 3.