To move or copy an item to a long distance or to another

document

* Select the item you want to move or copy
* To move the item: -
* Click Cut on the Standard toolbar. Or
* CTRL + X. or
* Edit menu => Cut.
* To copy the item: -
* Click Copy on the **Standard** toolbar. Or
* Edit menu => copy. Or
* CTRL + C. or
* If you want to move or copy the item to another document, switch to the document: -
* Click where you want the item to appear. And
* **Click** Paste **on** **the** Standard **toolbar :or: edit menu=> click**
* **paste. Or**
* **CTRL + V.**
* Note to do the above you have to use the Indentation buttons

(increase/decrease).