**Select this text and then copy it to the Clipboard. Then select each graphic in turn and copy the graphic to the Clipboard.**

The Clipboard is an area of memory that can be used to store items such as text or pictures. To copy an item to the Clipboard you select the item and then **Copy** the item. To move and item to the Clipboard, you select and then **Cut** the item. Once on the Clipboard an item can be **pasted** from the Clipboard into another part of the document, or to a different document or even to a completely different program such as an Excel spreadsheet.

 C:\Program Files\Microsoft Office\MEDIA\CAGCAT10\j0195384.wmf