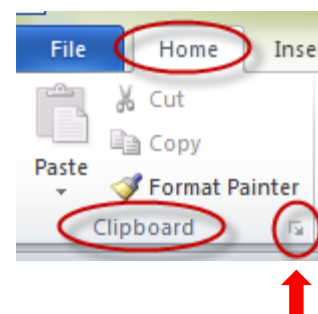




Microsoft Office: Storing & Using Multiple Clipboards items

Haven't you heard the rumour that you can store up to 24 items in the Windows Clipboard? Yet, any time you copy or cut a second item – the first one (you copied or cut) is lost? What if you want to paste something you copied an hour ago? Or, what if you want to alternative back and forth between pasting a few different items? How is it possible that the Clipboard can hold more than one item? Easy-peasy – just display the CLIPBOARD PANE!

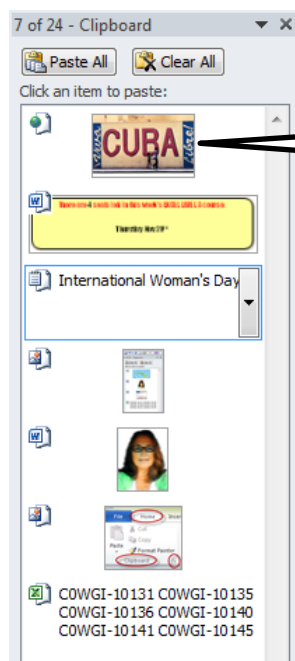
On the HOME tab, the very first section of the ribbon IN Word, Excel and PowerPoint (and the second section in Access) – sorry...nada in Outlook...is the CLIPBOARD section.



Click the diagonal drop-down arrow (at the bottom-right corner of the Clipboard section) – and the CLIPBOARD PANE will appear down the left-side of your screen.

NOW whenever you copy or cut anything (text, graphic – you name it) – that item will be ADDED to the Clipboard Pane.

So...when you want to Paste one of these items listed in the Pane – just select (by clicking once) that item and voilà (that's French) – it appears in your document.



Just click the item you want.