

Clipboard Clearing in MSWORD

Q. How do you clear the clipboard.

A. Open MS Word and click EDIT...click the down arrows at the bottom of the drop down list for more options.

Click Office Clipboard....right click any items there and select Delete

Note: If you do not see Office Clipboard, it has not been selected to be viewed. Do this:
Click View>Toolbars>and *select* to show Clipboard

MSWORD 2007

Click HOME... click the arrow in the box by Clipboard. You have the option to Paste all items from the clipboard, clear all the items on the clipboard or to select an item to be pasted from the clipboard.

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