

How to copy a page of a document in Word

The process of copying a page of a document in Word is basically very simple. But if the document has many pages, how can I quickly find the page I want to copy?

Manipulating content in Word or copying a page of Word documents is basic and very simple. Almost everyone working with Word knows how to copy and paste this content. However, on Word there are many different types of copying, you can copy styles between two Word documents, copy data from Word to Excel, .

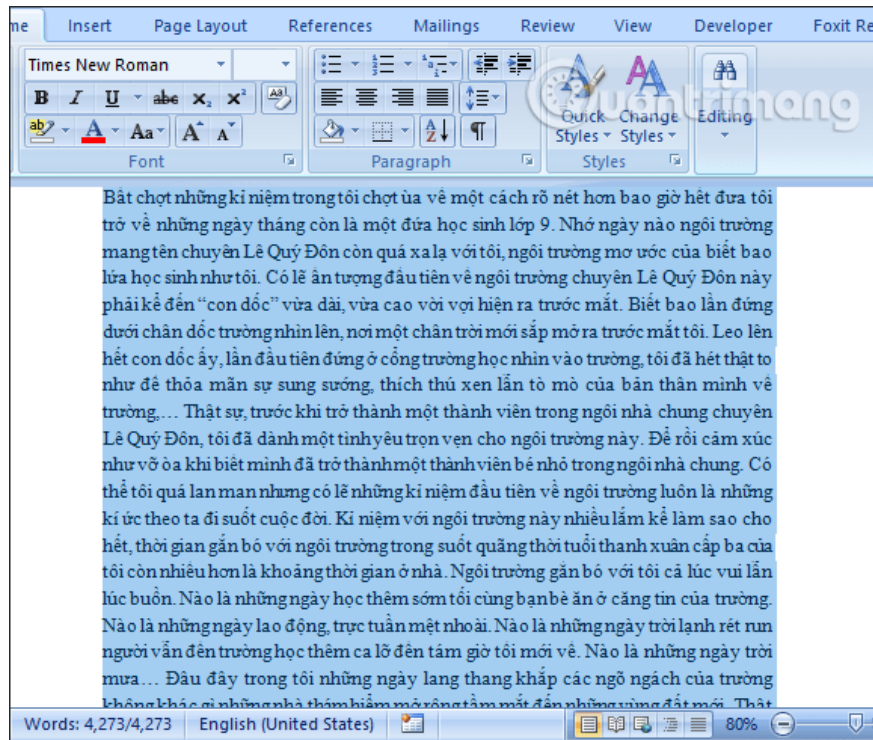
By simply copying the content in one page of a Word document, it is basically very simple and familiar to the user. So in case the document file has many pages, how do you find the right page to copy. If you manually scroll the mouse to find the copy page, it is relatively time consuming. The following article will guide you how to copy a page of documents in Word in case the document has few pages and many pages.

1. How to quickly copy Word paragraph format
2. How to copy and paste multiple highlight text at once in Word
3. How to use Office Clipboard to speed up copying in Word
4. Instructions to copy Excel charts to Word

1. Copy a Word document with 1 page

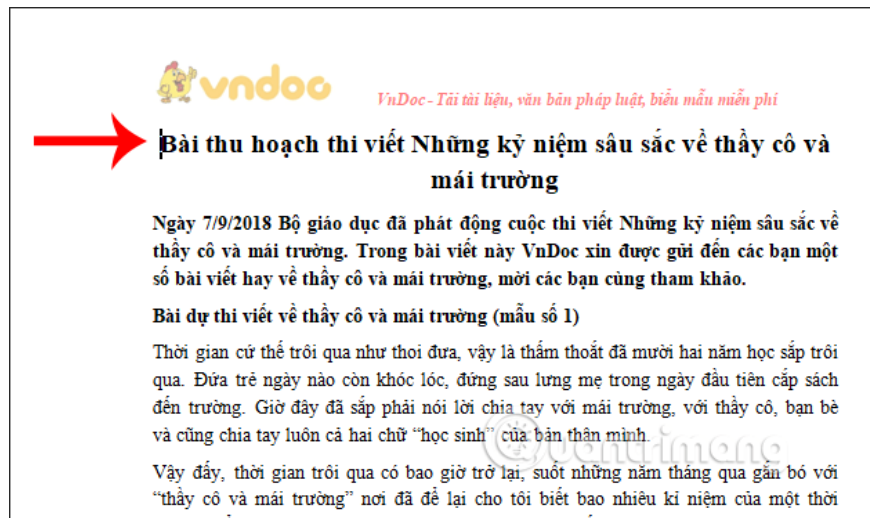
Method 1: Use the copy shortcut

If your Word file has only 1 page, just click on that page and **press Ctrl + A** to copy the entire content on 1 Word page. Then press **Ctrl + C to copy and Ctrl + V** to paste content.



Method 2: Use mouse clicks

First, **click on the first line** of the page you want to copy. Then wait for **the white mouse pointer to tilt to the right**, we **left click 3 times in a row** to select the entire page. Then also press **Ctrl + C** to copy selected content and press **Ctrl + V** to paste content.

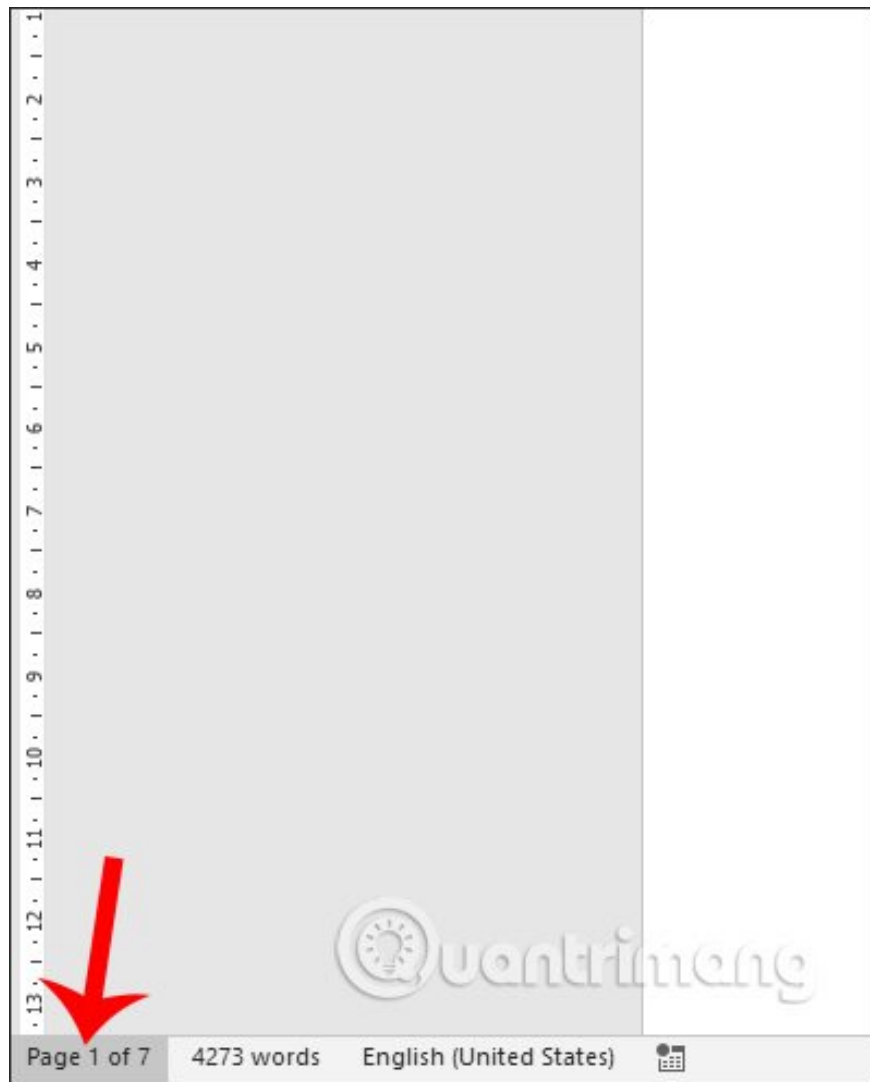


2. Copy with a Word file with multiple pages

If we do either of the above, all pages in the Word document will be blacked out entirely, not as one page for your purposes.

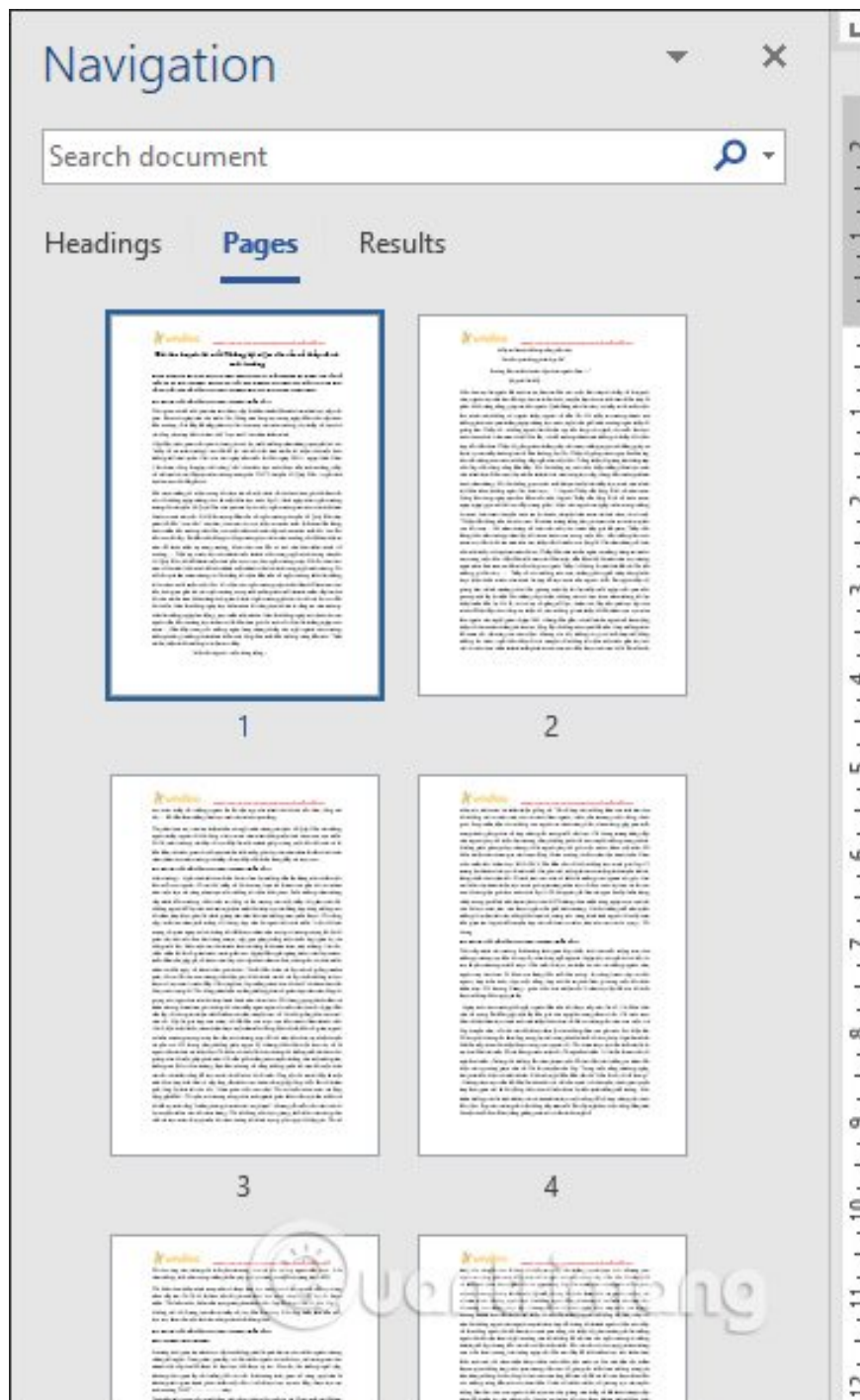
Step 1:

In the Word document interface, we will click on **the Page section** at the bottom of the interface.

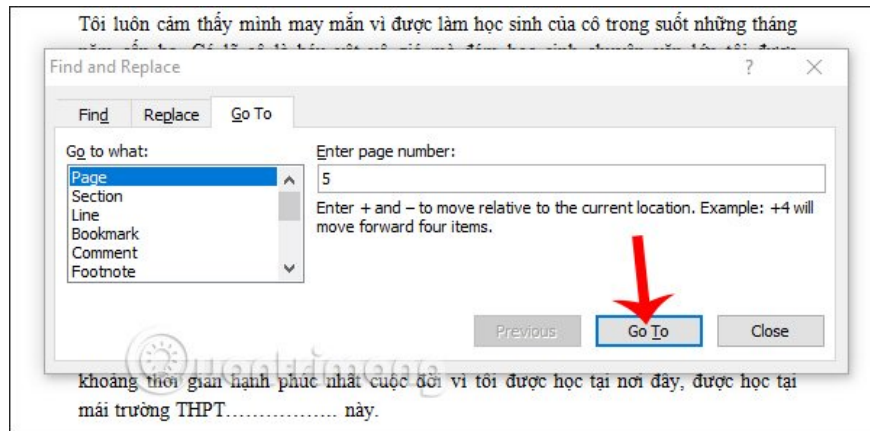


Step 2:

Now display the **Navigation bar** with all Word pages in the document. Here you just need to **click on the Word page you want to copy** .

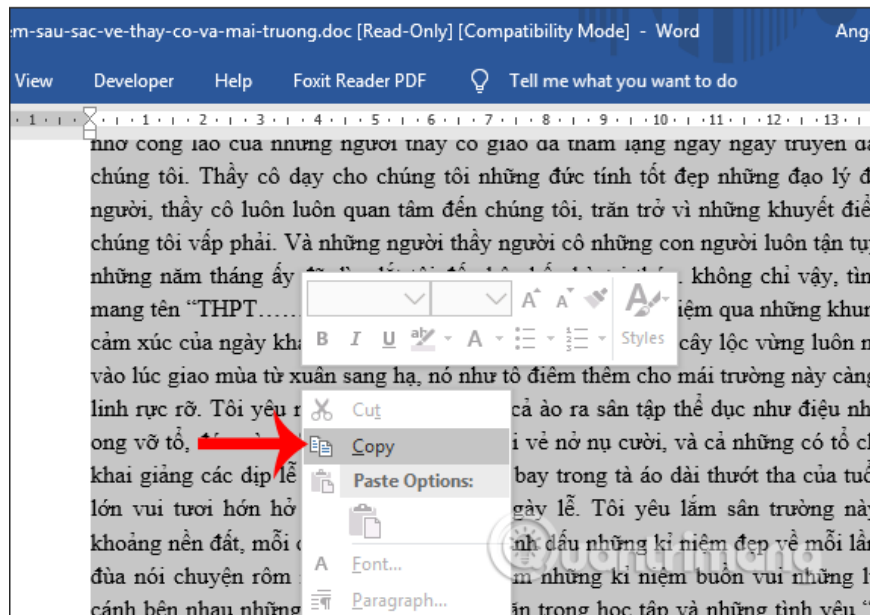


With **Word 2007 and below** , we also click the Page item at the bottom of the screen. Then show the Find and Replace interface. Users **click on the Go tab** , then in the **Go to what section select Page** . Look to the right **enter the page number you want to search** and then **click Go To** to move to that document page.



Step 3:

Once you have moved to the position of the page you want to copy, **move the cursor to the first line of the page**, and then **drag and hold the left mouse button to the end of the page** to select the entire page content. Then right-click and **select Copy** to copy the content.



Copying the content of a Word page seems to be simple but not everyone knows when copying in case of many pages of document. Each case of copying content has different ways of getting the effect you need.

I wish you successful implementation!

You finished reading the article "**How to copy a page of a document in Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.