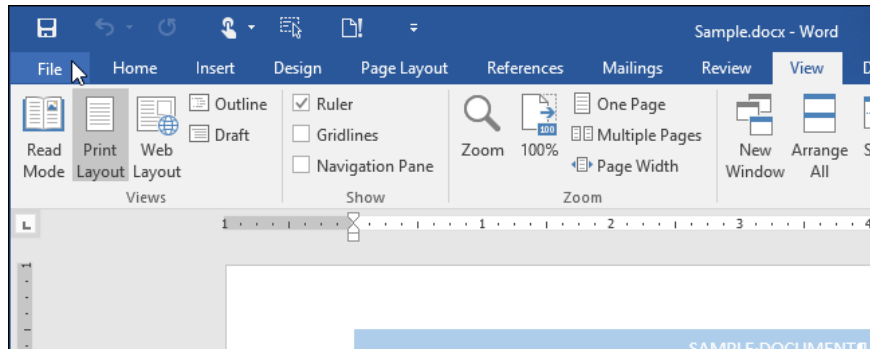


# How to use the Insert key to insert copied text in Word?

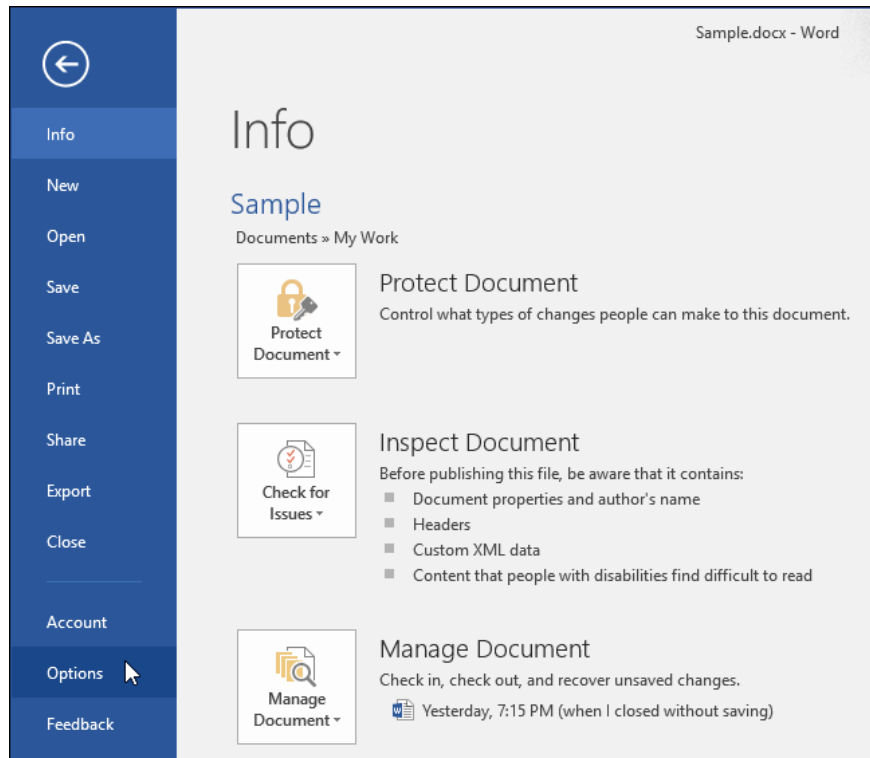
The Insert key is also used as a shortcut to insert text to copy or cut text content at the current cursor position. If you don't know how to use the Insert key to insert copied text in Word, please refer to the following article of

In **Word** , the "**Insert**" key on the keyboard is used to switch between **Insert** and **Overtyping modes** . In addition, the **Insert** key is also used as a shortcut to insert text to copy or cut text content at the current cursor position. If you do not know how to use the **Insert** key to insert copied text in **Word** , please refer to the following article of Network Administrator.

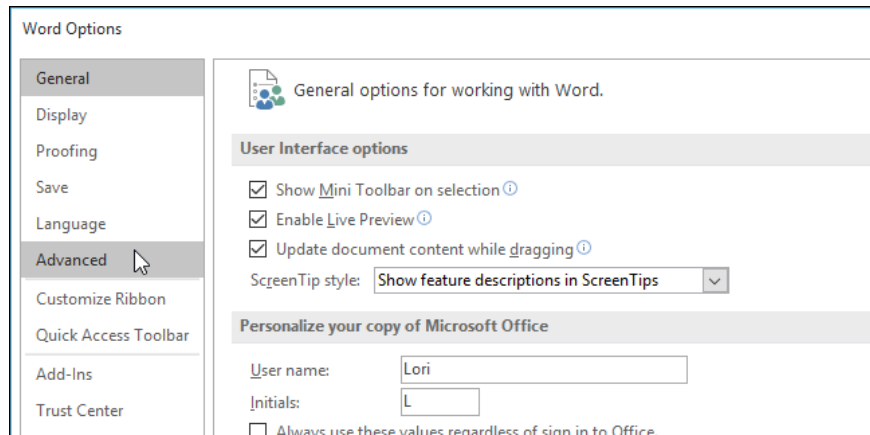
To change the function of the **Insert** key, first open a **Word** document and then click the **File** tab.



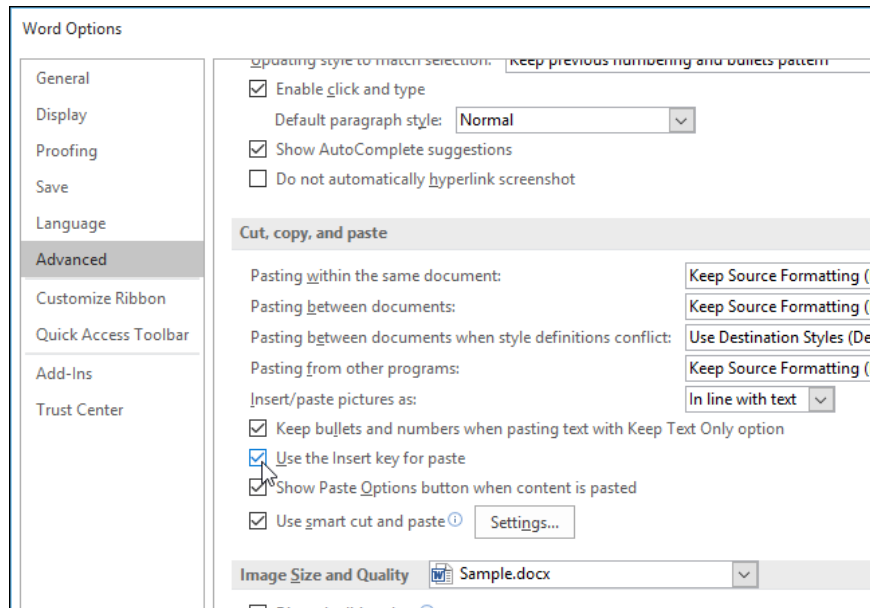
On the **Info** interface , click on **Option** in the list of items in the left pane.



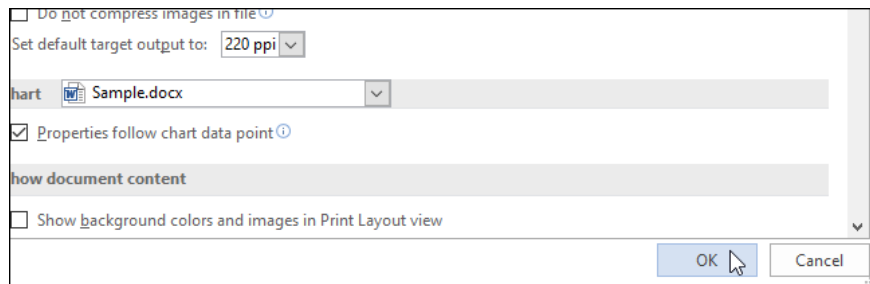
A **Word Option** dialog **box** appears, click **Advanced** in the list of left frame items.



In **Cut, copy, and paste**, check the check box to select **Use the Insert key for paste**.



Click **OK** to close the **Word Options** dialog box.



## Note:

You can also use **F2** key to move or copy text quickly, or use **Ctrl + Insert** to copy any text, similar to using **Ctrl + C**.

## Explore more:

1. **8 tips on handling columns in Microsoft Word**
2. **Insert images into text content**
3. **Enter the serial number and the automatic initial character MS Word**

**Good luck!**

You finished reading the article "**How to use the Insert key to insert copied text 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.

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