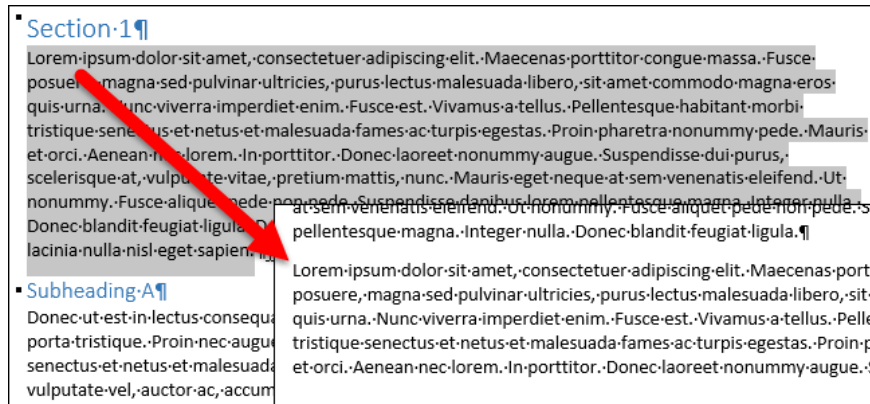


Instructions for moving or copying text in Word with F2 key

Instead of using traditional keystrokes like Ctrl + X and Ctrl + V to cut or paste text in Word, there's another quicker way. In the article below, Network Administrator will guide you how to move or copy text in Word quickly by using F2 key.

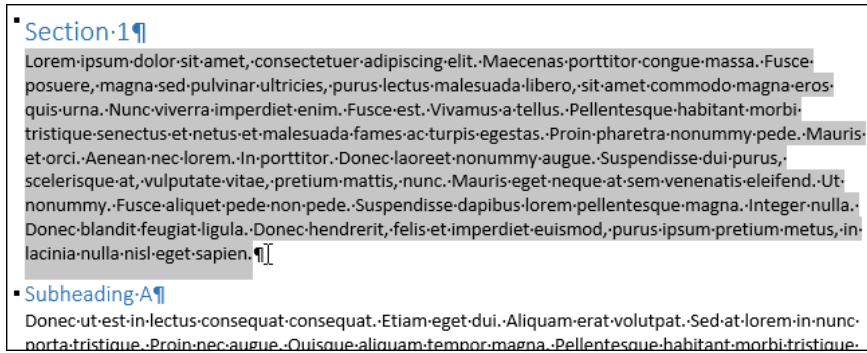
Instead of using traditional keystrokes like **Ctrl + X** and **Ctrl + V** to cut or paste text in **Word** , you can use **the F2 key** to perform these operations quickly. In the article below, Network Administrator will guide you how to move or copy text in **Word** quickly by using **F2 key**.



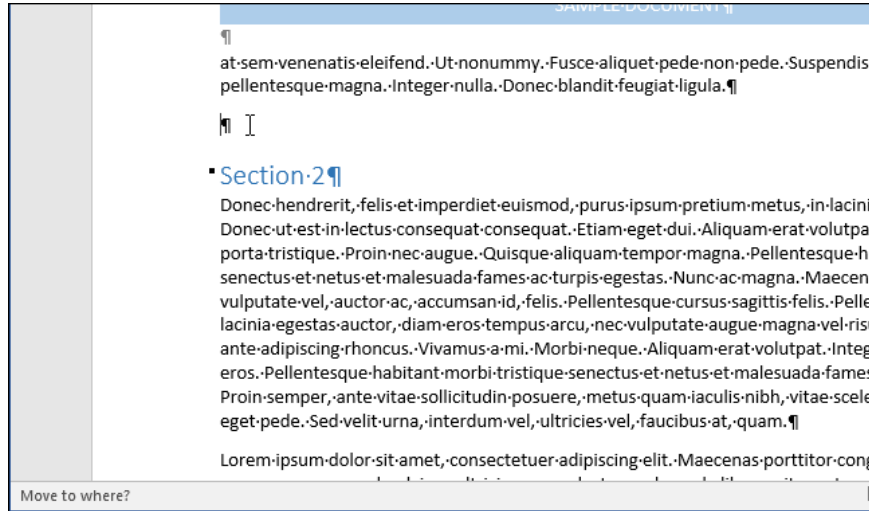
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1. **8 tips or handling columns in Microsoft Word**
2. **Create a quick dot (.....) line in Microsoft Word**
3. **Enter the serial number and the automatic initial character MS Word**

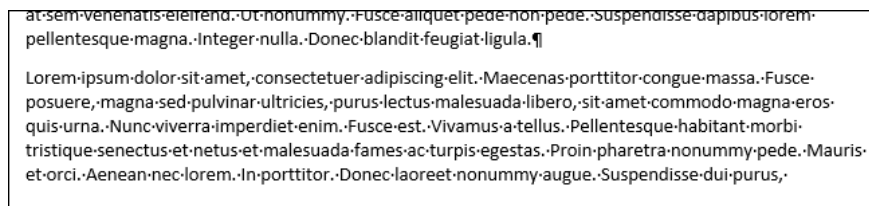
To quickly move text in **Word** , first blacken the text you want to move and then press **F2** .



Move the cursor to the location where you want to insert the text.



Then press the **Enter** key on the keyboard. Then, the text you selected will be taken to the new location at your disposal.



You can also copy or paste text in **Word** by using **the F2 key** .

First, highlight the text you want to copy and press **Shift-F2** .

Next, move the mouse pointer to the position you want to copy and left-click on it and press the **Enter** key on the keyboard to paste the text.

Note:

2 shortcut keys **F2** and **Shift + F2** only work once. This will not add the selected text to the computer **clipboard** to be able to paste multiple times. Once you press **the Enter key**, it means that it is the last action and cannot be undone with the **Ctrl + Z** key combination to undo as usual.

Good luck!

You finished reading the article "**Instructions for moving or copying text in Word with F2 key**" 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.