

May Community Center Computer Class

Exercise: Using Windows Clipboard History

A slow, step-by-step practice activity.

Goal of This Exercise

By the end of this exercise, you will know how to turn on Windows Clipboard History, copy more than one item, open the clipboard history window, paste an older copied item, pin an item, delete one item, and clear the clipboard history.

Before You Begin

1. Press the **Windows key** on the keyboard one time.
2. Start typing the word **Word**. You do not need to click in a box first. The computer will start searching.
3. When **Word** appears in the search results, click **Word** one time to open it.
4. If Word asks what kind of document you want, click **Blank document**.
5. You should see a clean white page with a blinking cursor near the top-left area of the page.
6. Type the following three lines exactly as shown:

Apples

Bananas

Cherries

1. Press Enter two times to leave a blank line under the word **Cherries**.
2. Type this sentence exactly as shown: **Paste your chosen item here:**
3. Press Enter two times again.
4. Type these three practice lines exactly as shown:

1. First pasted item:

2. Second pasted item:

3. Third pasted item:

Check: Before you begin using Clipboard History, your screen should show the words **Apples**, **Bananas**, and **Cherries**, plus a place to paste one item and three practice lines for later.

Apples

Bananas

Cherries

Paste your chosen item here:

First pasted item:

Second pasted item:

Third pasted item:

Important Reminder

Clipboard History remembers things you copy. Do not practice this exercise with passwords, Social Security numbers, bank information, medical information, or anything private.

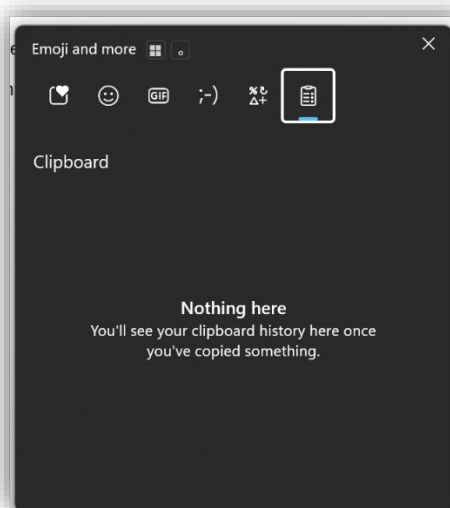
Part 1: Turn On Clipboard History

1. Look at your keyboard.
2. Find the Windows key. It may be near the bottom-left corner of the keyboard.



3. Hold down the Windows key.
4. While holding the Windows key, press the letter V one time.
5. Let go of both keys.

Check: A small Clipboard window should appear on the screen. If Clipboard History is not turned on yet, you should see a button that says **Turn on**.



1. If you see the **Turn on** button, click it one time.
2. If you do not see a **Turn on** button, Clipboard History may already be turned on. That is okay.
3. Click once in the Word document to return to the document.
4. The Clipboard History Windows should disappear.

Check: You should now be back in this Word document. If the Clipboard window is still open, click again in the blank area of this document.

Part 2: Copy the First Practice Item

If you highlight the wrong thing: Click once in a blank white space on the Word page. This clears the selection. Then try highlighting the word again.

1. Move your mouse pointer to the beginning of the word **Apples**
2. Press and hold-down the left-mouse button
3. Drag across the word **Apples** so the word is highlighted.
4. Let go of the mouse button.
5. Hold down the Ctrl key.
6. While holding Ctrl, press the letter C one time.
7. Let go of both keys.

Check: Nothing dramatic may happen on the screen. That is normal. The word **Apples** has been copied into the clipboard.

Before moving on: If the word **Apples** is still highlighted, click once in a blank white space on the Word page to clear the highlight.

Part 3: Copy Two More Practice Items

If you highlight the wrong thing: Click once in a blank white space on the Word page. This clears the selection. Then try highlighting the correct word again.

1. Highlight the word **Bananas**.
2. Press Ctrl + C to copy it.
3. Highlight the word **Cherries**.
4. Press Ctrl + C to copy it.

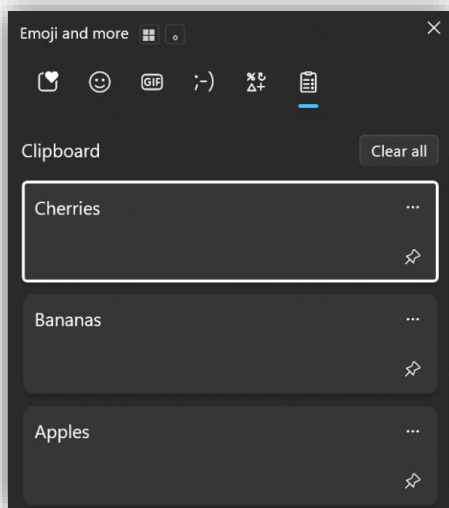
Before moving on: If **Bananas** or **Cherries** is still highlighted, click once in a blank white space on the Word page to clear the highlight.

Check: You have copied three different words: **Apples**, **Bananas**, and **Cherries**. Normally, regular paste remembers only the last thing copied. Clipboard History lets you choose from more than one copied item.

Part 4: Open Clipboard History

1. Click once at the end of this sentence: **Paste your chosen item here:**
2. Hold down the Windows key.
3. While holding the Windows key, press the letter V one time.
4. Let go of both keys.

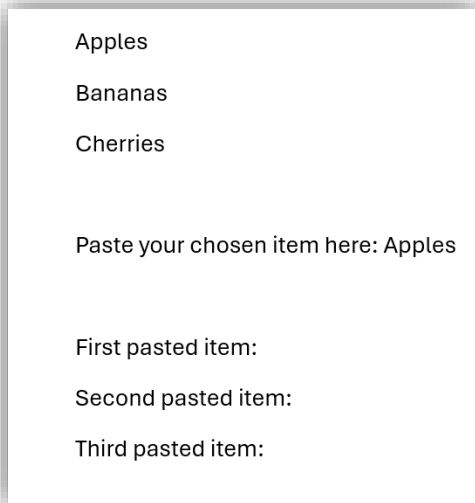
Check: The Clipboard History window should appear. You should see the words you copied, such as **Apples**, **Bananas**, and **Cherries**. The newest copied item is usually near the top.



Part 5: Paste an Older Item

1. In the Clipboard History window, look for **Apples**.
2. Click **Apples** one time.
3. Look back at your Word document.

Check: The word **Apples** should appear in the document where your cursor was placed. If a different word appears, that is okay. Try opening Clipboard History again with Windows + V and choose **Apples**.



Part 6: Practice Pasting Several Items

1. Click after **First pasted item:**
2. Press Windows + V.
3. Click one item in the Clipboard History window.
4. Click after **Second pasted item:**
5. Press Windows + V again.
6. Click a different item.
7. Click after **Third pasted item:**
8. Press Windows + V again.
9. Click the remaining item.

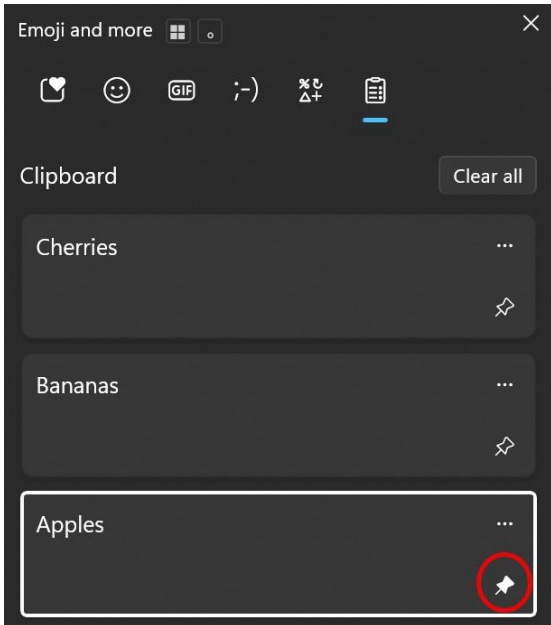
Check: You should have three pasted words in the practice area. They may be in any order. The important part is that you chose items from Clipboard History instead of copying each word again.

Part 7: Pin an Item You Want to Keep

1. Press Windows + V to open Clipboard History.

2. Find one item you want to keep, such as **Apples**.
3. Look for a small pin symbol or a menu with three dots next to that item.
4. Click the pin symbol, or click the three dots and choose **Pin**.

Check: The item should now show that it is pinned. A pinned item is meant to stay available even when other clipboard items are cleared.



Part 8: Delete One Clipboard Item

1. Press Windows + V.
2. Choose one item you do not need anymore.
3. Click the three dots next to that item.
4. Click **Delete**.

Check: The item you deleted should disappear from the Clipboard History window. Other items should still be there.

Part 9: Clear Clipboard History

1. Press Windows + V.
2. Look for **Clear all** in the Clipboard History window.
3. Click **Clear all**.

Check: Most clipboard items should disappear. Pinned items may remain. This is normal.

Troubleshooting

If this happens	Try this
Nothing appears when I press Windows + V.	Press the keys again slowly. Hold the Windows key first, then tap V once. If needed, ask the instructor to help turn on Clipboard History in Settings.
I highlighted the wrong letters or the wrong word.	Click once in a blank white space on the Word page to clear the selection. Then move your mouse back to the word and try highlighting it again slowly.
I copied the wrong word.	That is okay. Highlight the correct word and press Ctrl + C again.
I pasted the wrong item.	Press Ctrl + Z to undo, then press Windows + V and choose the correct item.
I do not see the item I copied.	Copy it again. Clipboard History only remembers items after the feature is turned on.

Review Questions

1. What two keys open Clipboard History?
2. What does Ctrl + C do?
3. Why should you not copy private information while practicing?
4. What does pinning an item do?
5. What should you click if you want to remove most clipboard items?