




# Cutting, Copying and Pasting

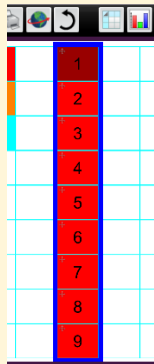
## Using keyboard shortcuts

Copying	Cutting	Pasting
		

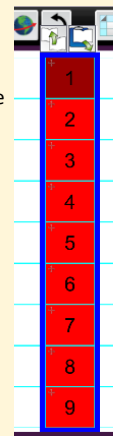
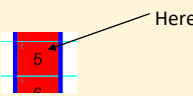
In 2Calculate you can copy one cell and then paste it into several cells at once by selecting multiple cells as the target. This is useful when wanting multiple copies of an image or number.

## On a touchscreen

Select the cells by dragging your finger over them; they should have a blue border.



Press your finger down in the red area at the top corner of one of the cells for two seconds. (Not on the number in the cells as the program will enter edit mode if you do this or on the blue border.)



⇒ Press the copy button.



⇒ Move across a couple of columns then hold down your finger as before to make the copy and paste buttons appear.



⇒ Press paste.



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