How to Copy and Paste with a Touchpad

1. Move the mouse pointer to the **beginning** of the text.

2. Click the left mouse button.

3. Move the mouse pointer to the **end** of the text.

4. Click the left mouse button while holding the **Shift** key.

5. Press **Ctrl+C** on the keyboard.

6. Press **Ctrl+V** on the keyboard to paste the copied text.