



Using the “Spike” in Microsoft Word

Word has a tool that lets you “cut” and paste content from one document to another. The Windows Clipboard holds one item at a time. The Office Clipboard (Alt + H, F, letter O) can hold up to 24 items, and the “spike” can hold any number of items at a time.

There are differences between the Office Clipboard and the “spike” in Word:

1. Once you’ve pasted the items on the spike, they are no longer available for pasting.
2. The Office Clipboard lets you re-paste items as long as an Office document (Word, PowerPoint or Excel) is open.
3. The “spike” can only be used within Word.
4. The “spike” cuts the content from the initial document; however, pressing Ctrl + Z will undo the deletions.

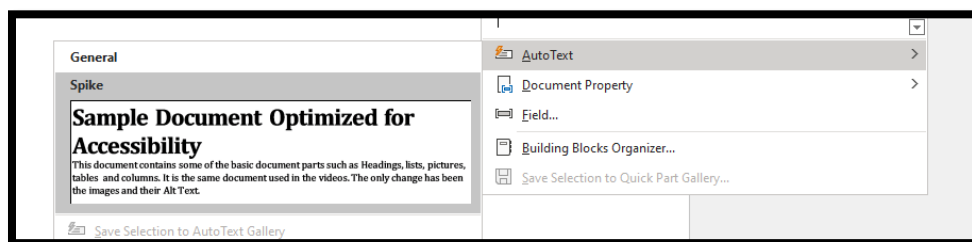
The “spike” has been available since at least Word 2003!

To use the “spike”:

1. Select the content you want to paste, press Ctrl + F3.
 - a. You can copy images but not tables
2. Continue selecting content and pressing Ctrl + F3.
3. Once you have all the content you want to paste from the “spike”, move to the new document and press Ctrl + Shift + F3 at the cursor point.
4. The content from the “spike” will be inserted into the document.
5. The Office Clipboard lets you rearrange content from the Office Clipboard while the “spike” pastes the content in the order it was copied to the “spike”.

You can paste the “spike” using the Insert, Quick Parts (Alt + N, Q) and choosing Auto Text(A). This is keyboard accessible.

Figure 1 Accessing contents on the "spike" from the Quick Parts sub-menu on the Insert Ribbon.



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