Undo

Reverses any editing change to a document, returning everything to its previous state before the last change. Use "Undo" when you change your mind about a command or a change. "Undo" is dimmed when it is not available. "Undo" is also undoable itself. If you are not sure that you want to "Undo" something, you can try it and, if the effect is not right, just "Redo" again.

Cut

Removes the selected text or graphics and places it on the Clipboard, replacing the previous contents of the Clipboard.

Copy

Copies the selected text or graphics and places it on the Clipboard, replacing the previous contents of the Clipboard.

Paste

Places the contents of the Clipboard into the active window.

Clear

Removes the selected text or graphics without putting it on the Clipboard first.