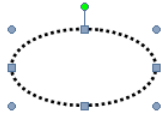


Copy and paste

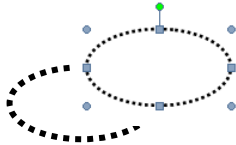
Microsoft Word 2007

CTRL + C for copying and CTRL + V are very well known shortcut keys but did you know there is a shortcut key that does both function at once? This is even faster ever! The following tips work for most of MS Office suits.

1. Select a shape / object / text box that you wish to copy and paste (resizing handles appear)




2. **CTRL + D**



Tip: *Another way of copying and pasting*

1. Select a shape / object / text box
2. Hold the **CTRL** key



3. Drag the shape / object / textbox with the mouse (a tiny plus sign appears below the mouse cursor) 
4. Release the mouse
5. Release the **CTRL** key