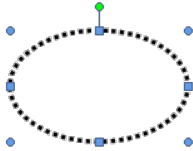


# Copy & Paste – the quickest way!

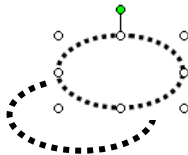
## Microsoft Word

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 past (resizing handlers appear)



2. **CTRL + D**



For example, I need a few text boxes that have certain font style, its size, no fill colour and dashed lined. Create one with these formatting and do **CTRL + D**.



So I just need to type text next time without going through all the formatting again.



This is another technique that I often use!

This is handy, especially when I want to repeat the same format(s) or size of the shape/object.

### 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