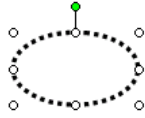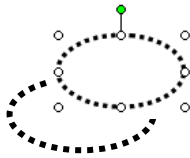**MASSEY UNIVERSITY**

Copy and paste

Microsoft Word 2003

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**

Tip: *Another way of copying and pasting*

1. Select a shape / object / text box

2. Hold the **CTRL** key

    Ctrl

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