

## MS OFFICE TIPS...

With Microsoft's new version of its flagship application; Office 2007, gone are the familiar "FILE, EDIT, VIEW, etc..." menus. Now you are presented with graphical icon menus.



But even with these radical differences a lot of the old familiar short-cut keys are still there. Let's go over a few of the more popular and useful ones!

CTRL - A - "select All" - Selects all text in the current document.

CTRL - C - "Copy" - Copies all highlighted text to the clipboard.

CTRL - F - "Find" - Selects all text in the current document.

CTRL - P - "Print" - Prints the current document to your default printer.

CTRL - S - "Save" - Automatically saves (or Saves As...) the current document.

CTRL - V - "Paste" - Paste the contents of the clipboard into the current document.

CTRL - X - "Cut" - Cuts (removes) the highlighted info to the clipboard.

CTRL - Z - "Undo" - Undo the last operation.

