

The purpose is the same; to give you some quick tips on the Windows 2000 System and Office Suite Applications. This newsletter will be a two-page issue with no more than two subjects. It is intended to be simple and direct. If you have any comments or suggestions, feel free to email us: [ssa-tips-feedback@slb.com](mailto:ssa-tips-feedback@slb.com)

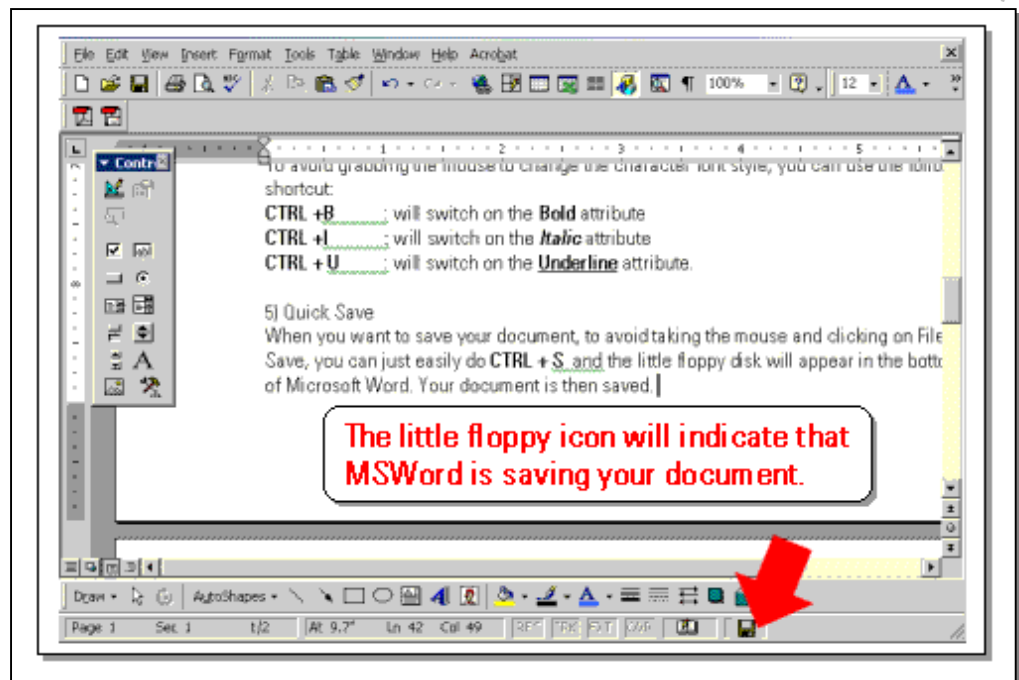
### Latest News:

- This Newsletter will be the opportunity to bring you the latest news from SSA Worldwide.
- We will also put Tips about Windows and Office. These are simple tricks that can simplify your work on computers.
- We will keep it short (2 pages max) and archives will be available on the web site <http://www.ssafara.net/Support/Tips>.

### Microsoft Word and most Office applications

#### 1) Quick Save

When you want to save your document, to avoid taking the mouse and clicking on **File -> Save**, you can just easily do **CTRL + S** and the little floppy disk will appear in the bottom of Microsoft Word. Your document is then saved.



## 2) UNDO

Another very useful shortcut is the UNDO. Microsoft word will keep a history of your last changes. This menu can be accessed from Edit -> Undo. It can also be executed by pressing : **CTRL + Z**.

## 3) Copy and Paste

You can copy and paste a selected part of the document from the menu Edit -> Copy and Edit -> Paste. This process can be reached quicker by using the short **CTRL + C** to copy selection and **CTRL + V** to paste the copied object. If you want to be even faster when moving part of texts around, once selected, do a **CTRL + X** this will cut the text. This will put your cut text in memory and then you can do a paste at the new location (or **CTRL + V**).

## 4) Editing shortcuts (Bold, Italic, Underline)

To avoid grabbing the mouse to change the character font style, you can use the following shortcut:

**CTRL + B** : will switch on the Bold attribute

**CTRL + I** : will switch on the Italic attribute

**CTRL + U** : will switch on the Underline attribute.

## 5) Selecting words

You can select a sentence by using the mouse.

- Double click will select the whole word.

- Triple click will select the entire line (It can also be done by **CTRL+double click**).

But you can also select a sentence by using the **SHIFT + arrows**. This is ok for couple of characters, but you can speed up the process you using **SHIFT + CTRL + arrows**. In this case each time you press the arrow, the next entire work will be selected. **SHIFT or SHIFT+CTRL** need to be kept pressed all the time.