

F1	F2	F3	F4		F5	F6	F7	F8		F9	F10	F11	F12	File Menu	View Menu	Proof Menu	Menu Shortcuts
Help	Insert text macro	Begin/end select	Select paragraph		Clear command line	Next window	Spell check document	Draft view with pagebreaks		Execute command	Action bar/window toggle	Edit/save markers (Alt+F1)	Undelete (Alt+F2)	Open _____ Ctrl + O Close _____ Ctrl + F4 Save _____ Ctrl + S Print _____ Ctrl + P Exit _____ Alt + F4	Graphic View _____ Shift + F8 Draft View _____ F8 Expanded View _____ Ctrl + F8	Spell _____ F7 Thesaurus _____ Shift + F7	
Help/last error message	List/define text macro	List select options	Close file	CTRL	List commands	List windows	Spell check word	Expanded view	CTRL	List/run macros			Delete paragraph (Ctrl+Alt+F2)	Edit Menu Cut _____ Shift + Del Copy _____ Ctrl + Ins Paste _____ Shift + Ins Delete _____ Shift + F12 Undelete _____ F12 Search _____ Ctrl + F Replace _____ Ctrl + R	Format Menu Left _____ Ctrl + Shift + L Right _____ Ctrl + Shift + R Center _____ Ctrl + Shift + C Justify _____ Ctrl + Shift + J Type Size _____ Ctrl + Shift + P Normal _____ Ctrl + N Bold _____ Ctrl + B Italic _____ Ctrl + I Underline _____ Ctrl + U	Options Menu Define Text Macro _____ Shift + F2 Mark Index Entry _____ Ctrl + Shift + E Insert Outline Level _____ Ctrl + Q	
Edit/save marker	Undelete	Select column	Exit Signature	ALT		Toggle between 2 windows	Auto-Check on/off	Hide pagebreaks	ALT	Save macro						Advanced Menu Open Memo Pad _____ Ctrl + Shift + M Draw _____ Ctrl + Shift + D	
	Define text macro	Extend select	Select sentence	SHIFT	Window/command line toggle	Previous window	Thesaurus	Graphic view	SHIFT	Run macro	Most recent dialog box	Show/hide markers (Alt+Sh+F1)	Delete sel text (Alt+Sh+F2)			Windows Menu Next Window _____ F6	

Navigation Keys

Action bar

Action bar/window _____ F10
toggle
To command line _____ F5
From command line _____ F10

Beginning

of file _____ Ctrl + Home
of line _____ Home
of next line _____ Alt + Enter

Bookmark

Go to bookmark _____ Ctrl + Shift + G

Bottom

of file _____ Ctrl + End
of screen _____ Alt + End

Character

Next _____ →
Previous _____ ←

Command line

Command line/window toggle _____ Shift + F5
From action bar _____ F5
To action bar _____ F10

Dialog box

Move to next option _____ Tab
Move to previous option _____ Shift + Tab

End of line

_____ End

File

Bottom of _____ Ctrl + End
Top of _____ Ctrl + Home

Go to

Bookmark _____ Ctrl + Shift + G
Page _____ Ctrl + G
Window _____ Ctrl + Shift + #

Line

Beginning of current _____ Home
Beginning of next _____ Alt + Enter or ↓, Home
Beginning of previous _____ ↑, Home

End of

_____ End
Next _____ ↓
Previous _____ ↑
Scroll up one _____ Ctrl + PgUp
Scroll down one _____ Ctrl + PgDn

Next

Character _____ →
File _____ Ctrl + Alt + Shift + N
Line _____ ↓
Page _____ Alt + PgDn
Paragraph _____ Alt + ↓
Screen _____ PgDn
Tab _____ Ctrl + Tab
Window _____ F6
Word _____ Ctrl + →

Page

Next _____ Alt + PgDn
Previous _____ Alt + PgUp

Paragraph

Next _____ Alt + ↓
Previous _____ Alt + ↑

Previous

Character _____ ←
Line _____ ↑
Page _____ Alt + PgUp
Paragraph _____ Alt + ↑
Screen _____ PgUp
Tab _____ Shift + Tab
Window _____ Shift + F6

Word

_____ Ctrl + ←

Screen

Bottom of _____ Alt + End
Scroll down one line _____ Ctrl + PgDn
Next _____ PgDn
Top of _____ Alt + Home
Scroll up one line _____ Ctrl + PgUp
Previous _____ PgUp

Tab

Next tab _____ Ctrl + Tab
Previous tab _____ Shift + Tab

Table

Next cell in table _____ Alt + →

Previous cell in table

_____ Alt + ←

Top

of File _____ Ctrl + Home
of Screen _____ Alt + Home

Window

Action bar/window toggle _____ F10
Command line/window toggle _____ Shift + F5
Next _____ F6
Previous _____ Shift + F6
Toggle between 2 _____ Alt + F6

Word

Next _____ Ctrl + →
Previous _____ Ctrl + ←