

Keyboard shortcuts and Mouse editing

Help Sheet 17

Main editing functions:

Function	Mouse & Keyboard	Keyboard alternative
Toggle window to be 'send' - on or off	CTRL + Rt Click	CTRL + Q
Show 'Send' menu	SHIFT + Rt Click	CTRL + R
GRID: Highlight cell or turn highlight off	CTRL + Lt Click	
GRID: Speak contents of cell	Rt Click	
GRID: Speak contents of cell (Mac users)	SHIFT + Lt Click	
Toggle Speech on/off		CTRL + D
Toggle Lock window on/off		CTRL + L
Toggle Switching on/off		CTRL + Y
GRID: Group highlighted cells		CTRL + G
GRID: Un-group cell		CTRL + F
Speak current sentence		CTRL + M
Repeat speech		CTRL + W
Save Settings Now		CTRL + H

Standard Windows commands

Copy highlighted selection to clipboard	CTRL + C
Paste content of clipboard at cursor position	CTRL + V
Cut highlighted selection to clipboard	CTRL + X
Select all	CTRL + A
Make selected text Bold / toggle Bold on/off	CTRL + B
Make selected text Italic / toggle Italic on/off	CTRL + I
Make selected text Underline / toggle Underline on/off	CTRL + U
Print currently selected file	CTRL + P
Save currently selected file (the one with the focus)	CTRL + S

Shortcuts for Cursor Movement and highlighting

Move to - Line above	Up arrow
Move to - Line below	Down arrow
Move to - Next character	Rt Arrow
Move to - Previous character	Lt Arrow
Move to - Next word, or end of current word	CTRL + Rt Arrow
Move to - Previous word or start of current word	CTRL + Lt Arrow
Move to - Next sentence	ALT + Rt Arrow
Move to - Previous sentence	ALT + Lt Arrow
Move to - Start of document	CTRL + Home
Move to - End of document	CTRL + End
Move to - left of current line	Home
Move to right of current line	End
Select - Next character	SHIFT + Rt Arrow
Select - Previous character	SHIFT + Lt Arrow
Select - Next word	SHIFT + CTRL +Rt Arrow
Select - Previous word	SHIFT + CTRL + Lt Arrow
Select - Next sentence	SHIFT + ALT +Rt Arrow
Select - Previous sentence	SHIFT + ALT + Lt Arrow
Select - Entire document	CTRL + A