

CDEV Computing's favourite key strokes (and other tips)

Feature	Keystroke	Effect
Date	Alt Shift D	Today's date (then Ctrl Shift F9 to unlink field)
Move around	Alt F6	swap docs
	Ctrl F6	swap docs
	Shift F5	go back to last position
Move paragraphs and table rows	Alt + Shift + á	Move paragraph(s), tables row(s) Up
	Alt + Shift + â	Move paragraph(s), tables row(s) Down
Functions	F3	Autotext
	Alt F3	Save selected as Autotext
	F7	Spell
	Shift F7	Thesaurus
Random text	Type in = rand() ?	You get: The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. (needs Autocorrect switched on)
Formatting	Ctrl Space	Remove direct Font formatting
	Ctrl Q	Remove direct Para formatting
	Ctrl Shift C	Copy formatting
	Ctrl Shift V	Paste formatting
	Ctrl Shift N	Apply Normal Style (Ctrl N creates a new blank document)
	Ctrl Alt 1 (2,3,..)	Apply Heading 1 (2,3,...) style
	Ctrl Shift B à	promote / demote heading
	Ctrl Y	Repeat last action
	Ctrl]	increase font size by 1pt
	Ctrl [decrease font size by 1pt

Feature	Keystroke	Effect
Para marks	Ctrl Alt K	Remove extraneous paragraph marks
Change case	Shift F3	change case
Curly quotes		Ctrl ` ` = ‘
		Ctrl ' ' = ’
		Ctrl ` " = “
		Ctrl ' " = ”
Insert special characters	Shift Enter	Line break
	Ctrl Enter	Page break
	Ctrl Shift Enter	Section break
	Ctrl Shift Space	Insert non breaking space
Fields	F9	Update selected fields
	Ctrl F11	Lock fields
	Ctrl Shift F11	Unlock fields
	Ctrl Shift F9	Unlink fields
	Alt F9	Toggle field codes
Accents (same for other characters)	Ctrl ' e	é
	Ctrl ` e	è
	Ctrl Shift ^ e	ê
	Alt Ctrl a	á
Show	Ctrl Shift 8	Toggle para marks Show/Hide
	Ctrl C C	Displays the clipboard task pane
Field switches	\# Numeric	\# \$#,##0.00,(\$#,##0.00) = \$1,234.50
	\@ Date format	\@ "dd MMMM, yyyy" = 03 March, 2007
	* Formatting	eg * Upper * Mergeformat *Caps *CardText 103 = one hundred and three
Zoom document	Ctrl + roll the mouse wheel	Document zooms in and out