



Science Translations'

Keyboard Shortcuts for Windows & WordPerfect

Graphcat Photo Album Builder for WordPerfect
Science Translations: PC Service in Westminster Maryland
Startupware Blog: The dangers of autostarting software

www.graphcat.com
www.pc410.com
www.startupware.com

Keyboard Short Cuts for Windows

-Down Arrow	Restore or minimize	-number	Open taskbar program	++ (plus)	Zoom in
-G	Bring gadgets to front	-Right Arrow	Snap to Right	Taskbar Shortcuts	
-Home	Restore or minimize all other windows	-Space	Peek at desktop	Drag Up	Open Jump List
-Left Arrow	Snap to Left	-T	Cycle taskbar entries	Middle-Click	Open
		-Up Arrow	Maximize	Shift-Click	Open
		- (minus)	Zoom out	Shift-Right-Click	Window menu

Keyboard Short Cuts for Windows

Cancel:	Esc	Find Next:	F3	Select to end:	Shift-End
Close window:	Ctrl-F4	Help:	F1	Select to start:	Shift-Home
Control menu:	Alt-Space	Menu on/off:	Alt or F10	Short-cut menu:	Shift-F10
Copy:	Ctrl-C	Open:	Ctrl-O	Start Menu:	Ctrl-Esc or
Copy screen:	PrtScrn	Paste:	Ctrl-V	Switch program:	Alt-Tab
Copy window:	Alt-PrtScrn	Refresh window:	F5	Window display in 3D:	-Tab
Cut:	Ctrl-X				
Exit:	Alt-F4	Select All:	Ctrl-A		
Find:	Ctrl-F				

Keyboard Short Cuts for WordPerfect

Bold:	Ctrl-B	Indent, double:	Ctrl-Shift-F7	Replace:	Ctrl-F2
Center:	Shift-F7	Indent, hanging:	Ctrl-F7	Ruler (toggle):	Alt-Shift-F3
Copy:	Ctrl-C	Justify, left:	Ctrl-L	Save:	Shift-F3 or Ctrl-S
Close:	Ctrl-F4	Justify, right:	Ctrl-R	Save As:	F3
Cut:	Ctrl-X	Justify, center:	Ctrl-E	Select (toggle):	F8
Date:	Ctrl-D	Justify, full:	Ctrl-J	Settings:	Alt-F12
Dictionary:	Alt-Ctrl-F1	Italics:	Ctrl-I	Show ¶ (toggle):	Ctrl-Shift-F3
Document Map:	Ctrl-Shift-M	Line, horizontal:	Ctrl-F11	Sort:	Alt-F9
Draft View:	Ctrl-F5	Line, vertical:	Ctrl-Shift-F11	Speller:	Ctrl-F1
Exit:	Alt-F4	Macro Play:	Alt-F10	Styles:	Alt-F8
Find & Replace:	F2 or Ctrl-F	Macro Record:	Ctrl-F10	Symbol insert (WP chars):	Ctrl-W
Find Next:	Shift-F2	Margins:	Ctrl-F8	Table, borders:	Shift-F12
Find Previous:	Alt-F2	Menu command:	F10	Table, create:	F12
Flush Right:	Alt-F7	Merge:	Shift-F9	Table, format:	Ctrl-F12
Font:	F9	New:	Ctrl-N	Table, quickfill:	Ctrl-Shift-F12
Generate:	Ctrl-F9	New Project:	Ctrl-Shift-N	Table, quicksum:	Ctrl-=
Go To:	Ctrl-G	Next Doc:	Ctrl-F6	Template:	Ctrl-T
Grammatik:	Alt-Shift-F1	Open:	F4 or Ctrl-O	Thesaurus:	Alt-F1
Graphic box edit:	Shift-F11	Page View:	Alt-F5	Undo:	Ctrl-Z
Graphic, insert from File:	F11	Paste:	Ctrl-V	View Draft:	Ctrl-F5
Hard page:	Ctrl-Shift-Enter	Paste Simple:	*Ctrl-Alt-V	View Page :	Alt-F5
Help:	F1	PDF publish:	Alt-P		
Hide Bars:	Alt-Shift-F5	Print:	F5 or Ctrl-P	*Paste Simple is Ctrl-Shift-V in older versions of WordPerfect.	
Horizontal Line:	Ctrl-F11	Redo:	Ctrl-Shift-Z		
Indent:	F7	Reveal Codes:	Alt-F3		