

Act!:
Keyboard/Mouse Shortcuts

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TM

File Operations	
Invoking	Will:
Ctrl+N	Create a new document of the same type as the current or most recent document.
Ctrl+O	Open a document.
Ctrl+W	Close a document.
Ctrl+S	Save a document.

Record Navigation	
Invoking	Will Move:
Left Arrow	One character to the left.
Right Arrow	One character to the right.
Ctrl+Home	To the beginning of the field.
Home	To the beginning of the line.
Ctrl+End	To the end of the field.
End	To the end of the line.
Page Up	Up one screen.
Page Down	Down one screen.
Tab	To the next field or selection.
Enter	To the next group stop field.
Shift+Tab	To the previous field.
Shift+Enter	To the previous group stop field.

Navigating in Word Processor	
Invoking	Will Move:
Left Arrow	One character to the left.
Right Arrow	One character to the right.
Ctrl+Left Arrow	One word to the left.
Ctrl+Right Arrow	One word to the right.
Ctrl+Up Arrow	One paragraph up.
Ctrl+Down Arrow	One paragraph down.
Shift+Tab	In a table, one cell to the left.
Tab	In a table, one cell to the right.
Up Arrow	Up one line.
Down Arrow	Down one line.
End	To the end of a line.
Home	To the beginning of a line.



Navigating in Word Processor	
Invoking	Will Move:
Alt+Ctrl+Page Up	To the top of the window.
Alt+Ctrl+Page Down	To the end of the window.
Page Up	Up one screen.
Page Down	Down one screen.
Ctrl+Page Down	To the top of the next page.
Ctrl+Page Up	To the top of the previous page.
Ctrl+End	To the end of a document.
Ctrl+Home	To the beginning of a document.
Shift+F5	To a previous revision.
Shift+F5	To the location of the insertion point when the document was last closed.

Common Shortcut Keys	
Invoking	Will:
Ctrl+Shift+Spacebar	Create a nonbreaking space.
Ctrl+Hyphen	Create a nonbreaking hyphen.
Ctrl+B	Make letters bold.
Ctrl+I	Make letters italic.
Ctrl+U	Make letters underlined.
Ctrl+Shift+<	Decrease font size.
Ctrl+Shift+>	Increase font size.
Ctrl+Q	Remove paragraph formatting.
Ctrl+Spacebar	Remove character formatting.
Ctrl+C	Copy the selected text or object.
Ctrl+X	Cut the selected text or object.
Ctrl+V	Paste text or an object.
Ctrl+Z	Undo the last action.
Ctrl+Y	Redo the last action.

Undo and Redo Actions	
Invoking	Will:
Esc	Cancel an action.
Ctrl+Z	Undo an action.
Ctrl+Y	Redo or repeat an action.