

## MS FrontPage: Keyboard/Mouse Shortcuts

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- **.NET**
- **Web Development**

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Web Pages	
Invoking	Will:
Ctrl+N	Create a new web page.
Ctrl+O	Open a web page.
Ctrl+F4	Close a web page.
Ctrl+S	Save a web page.
Ctrl+P	Print a web page.
F5	Refresh a web page.
Ctrl+Tab	Switch between open web pages.
Ctrl+Shift+B	Preview a web page in a web browser.
Alt+F4	Quit Microsoft FrontPage.
Ctrl+Shift+8	Display non-printing characters.
Ctrl+/	Display HTML tags.
Ctrl+F	Find text or HTML on a web page.
Ctrl+H	Replace text or HTML on a web page.
F7	Check spelling on a web page.
Shift+F7	Look up a word in the thesaurus.
Esc	Cancel an action.
Ctrl+Z	Undo an action.
Ctrl+Y	Redo or repeat an action.
Delete	Delete a web page or folder in the folder list or any dialog box.
Backspace	Move up one level.

Text and Graphics	
Invoking	Will:
Backspace	Delete one character to the left.
Delete	Delete one character to the right.
Ctrl+Backspace	Delete one word to the left.
Ctrl+Delete	Delete one word to the right.
Ctrl+C	Copy text or graphics.
Ctrl+X	Cut selected text to the Office Clipboard.
Ctrl+V	Paste the Clipboard contents.
Shift+Enter	Insert a line break.
Ctrl+Shift+Space	Insert a non-breaking space.



Text and Paragraphs - Formatting	
Invoking	Will:
Ctrl+Shift+F	Change the font.
Ctrl+Shift+P	Change the font size.
Ctrl+B	Apply bold formatting.
Ctrl+U	Apply an underline.
Ctrl+I	Apply italic formatting.
Shift +Tab (6 times)	In the More Colors dialog box, activate the color picker.
Shift+Arrow Keys	Use the color picker.
Ctrl+Plus Sign	Apply superscript formatting.
Ctrl+Minus Sign	Apply subscript formatting.
Ctrl+Shift+C	Copy formatting.
Ctrl+Shift+V	Paste formatting.
Ctrl+Shift+Z	Remove manual formatting.
Ctrl+E	Center a paragraph.
Ctrl+L	Left align a paragraph.
Ctrl+R	Right align a paragraph.
Ctrl+M	Indent a paragraph from the left.
Ctrl+Shift+M	Indent a paragraph from the right.
Ctrl+Shift+S	Apply a style.
Ctrl+Shift+N	Apply the Normal style.
Ctrl+Alt+n	Apply the Heading n style where n = 1, 2, 3, 4, 5, or 6.
Ctrl+Shift+L	Apply the List style.

Tables, Graphics, and Hyperlinks	
Invoking	Will:
Shiftt+Ctrl+Alt+T	Insert a table.
Tab	Select the next table cell's content.
Shift+Tab	Select the preceding table cell's content.
Shift and pressing an arrow key repeatedly	Extend a selection to adjacent table cells.
Ctrl +T	With the graphic selected, create an auto thumbnail.
Ctrl+K	Create a hyperlink on a web page.

Text and Graphics - Selection	
Invoking	Will:
Shift+Right Arrow	Move one character to the right.
Shift+Left Arrow	Move one character to the left.
Ctrl+Shift+Right Arrow	Go to the end of a word.
Ctrl+Shift+Left Arrow	Go to the beginning of a word.
Shift+End	Go to the end of a line.
Shift+Home	Go to the beginning of a line.
Shift+Up Arrow	Move one line up.
Shift+Down Arrow	Move one line down.
Ctrl+Shift+Down	Go to the end of a paragraph.
Ctrl+Shift+Up Arrow	Go to the beginning of a paragraph.
Shift+Page Down	Move one screen down.
Shift+Page Up	Move one screen up.
Ctrl+A	Select the entire page.
Alt+Enter	Display properties of a selection.

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

Font	
Invoking	Will:
Ctrl+Shift+F	Change the font.
Ctrl+Shift+P	Change the font size.
Ctrl+Shift+>	Increase the font size.