

**WordPerfect:
Keyboard/Mouse Shortcuts**

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File Operations	
Invoking	Will:
Ctrl+N	Create a new document.
Ctrl+O	Save a document.
Ctrl+S	Close a document.
Ctrl+P	Print a document.

Dialog Box Navigation	
Invoking	Will:
Tab	Move to the next control.
Shift+Tab	Move to the previous control.
Enter	Perform the default action.

Keyboard Navigation	
Invoking	Moves to the:
Ctrl+Home	Beginning of a document.
Home	Beginning of a line.
PgDn	Bottom of the screen.
Ctrl+End	End of the document.
Right Arrow	Next character.
Down Arrow	Next line down.
Alt+PgDn	Next page.
Ctrl+Right Arrow	Next word.
Left Arrow	Previous character.
Up Arrow	Previous line up.
Alt+PgUp	Previous page.
Ctrl+Left Arrow	Previous word.
Ctrl+G	Specified page.
Ctrl+Shft+F6	Previous document.
Ctrl+F6	Next document.
Ctrl+Shft+F6	Previous window.
Ctrl+F6	Next window.
Shft+F6	Previous pane.
F6	Next pane.

Column Operations	
Invoking	Will:
Alt+Right Arrow	Move one column to the right.
Alt+Left Arrow	Move one column to the left.
Alt+Home	Move to the top of the column.
Alt+End	Move to the bottom of the column on the current page.



Editing	
Invoking	Will Serve to:
Shift+Tab	Back Tab.
Ctrl+Enter	Force a Hard Page Break.
Enter	Force a Hard Return.
Ctrl+Space	Create a Hard Space.
Ctrl+-	Create a Hard Hyphen.
Ctrl+Shft+-	Create a Soft Hyphen.
Backspace	Delete the character to the left.
Delete	Delete the current character.
Ctrl+Shft+Delete	Delete the rest of a page.
Ctrl+Delete	Delete the rest of a line.
Ctrl+Backspace	Delete the current word.
Ctrl+C	Copy text to the Clipboard.
Ctrl+X	Cut text to the Clipboard.
Insert	Typeover.
Esc	Cancel.
Ctrl+K	Convert case of selected text.

In a Table	
Invoking	Will Serve to:
Alt+Up Arrow	Move up one cell.
Alt+Down Arrow	Move down one cell.
Alt+Right Arrow or Tab	Move right one cell.
Alt+Left Arrow or Shift+Tab	Move left one cell.
Indent (F7)	Move one tab space.
Ctrl+,	Decrease column width.
Ctrl+.	Increase column width.

Selecting Text	
Shift+	Will Select:
Right Arrow	One character to the right.
Left Arrow	One character to the left.
Up Arrow	One line up.
Down Arrow	One line down.
End	To the end of the line.
Home	To the beginning of the line.
PgUp	To the top of the screen.
PgDn	To the bottom of the screen.
Alt+PgUp	To the first line on previous page.
Alt+PgDn	To the first line on the next page.
Ctrl+Right Arrow	One word to the right.
Ctrl+Left Arrow	One word to the left.
Ctrl+Up Arrow	One paragraph up.
Ctrl+Down Arrow	One paragraph down.
Ctrl+Home	To the beginning of the document.
Ctrl+End	To the end of the document.