

Menu Bar Shortcut Keys

In order to...	Press
Create New Report	Ctrl + N
Open Report	Ctrl + O
Save Report	Ctrl + S
Print Report	Ctrl + P
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Delete	Del
Select All	Ctrl + A
Find	Ctrl + F
Go To Page	Ctrl + G
Design View	Ctrl + D
Refresh Report Data	F5

Formula Editor Shortcut Keys

In order to...	Press
Browse selected field	Alt + B
Check for Errors	Alt + C
Toggle the "Shows Field" tree	Alt + F
Comment the current line	Alt + M
Sort tree content	Alt + O
Toggle the "Shows Operator" tree	Alt + P
Save formula	Alt + S
Toggle the "Shows Function" tree	Alt + U

Formula Editor Shortcut Keys, cont'd.

In order to...	Press
Select all	Ctrl + A
Copy	Ctrl + C
Move to end of last formula line	Ctrl + End
Find	Ctrl + F
Set a bookmark	Ctrl + F2
Clear all bookmarks	Ctrl + Shift + F2
Move to beginning of file	Ctrl + Home
Move to start of word at left	Ctrl + ←
Select through start of word at left	Ctrl + Shift + ←
Open a dialog to create a new formula	Ctrl + N
Save and close Formula Editor	Ctrl + S
Focus to the syntax name list box	Ctrl + T
Switch to previous control box	Ctrl + Shift + Tab
Switch to next control box	Ctrl + Tab
Paste	Ctrl + V
Cut	Ctrl + X
Undo	Ctrl + Z
Repeat	Ctrl + Shift + Z
Keyword Auto Complete	Ctrl + Space
Move to end of line	End
Copy object from list to formula box	Enter
Go to next bookmark	F2
Find next item	F3
Go to previous bookmark	Shift + F2