Microsoft Frontpage 2003 Keyboard Shortcuts

Work with and manage Web pages

F8	Run the accessibility checker.
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; refresh the Folder List; when in Split view, refreshes Code view changes in Design view.
CTRL+TAB	Switch between open Web pages.
CTRL+Shift+TAB	Switch between open Web pages in reverse order.
CTRL+Shift+B	Preview a Web page in a Web browser.
ALT+F4	Quit Microsoft FrontPage.
CTRL+ Shift+8	Display nonprinting characters.
CTRL+ /	Display HTML tags in Design view.
CTRL+F	Find text or HTML on a Web page.
F3	Find the next occurrence of the most recent search.
Shift+F3	Find the previous occurrence of the most recent search.
CTRL+F3	Find the next occurrence of the current selection.
CTRL+Shift+F3	Find the previous occurrence of the current selection.
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 or ALT+BACKSPACE	Undo an action.
CTRL+Y or Shift+ALT+BACKSPACE	Redo or repeat an action.
ALT+F6	Move through open dialog boxes.
ALT+Shift+F6	Move through open dialog boxes in reverse order.
DELETE	Delete a Web page or folder in the Folder List or any dialog box.
BACKSPACE	Move up one level.

Access and use views

F12	Preview the current page in a Web browser.
CTRL+PAGE DOWN or CTRL+PAGE UP	Move between Code, Design, Split, and Preview views.
ALT+PAGE DOWN or ALT+PAGE UP	Move between Code and Design panes in Split view.
ALT+F1	Show or hide the Folder List.
F2	Rename the currently selected file in the Folder List.
CTRL+J	Check out the currently selected file in the Folder List.
CTRL+Shift+J	Check in the currently selected file in the Folder List.
UP ARROW, DOWN ARROW, LEFT ARROW, or RIGHT ARROW	In Hyperlinks view, move through hyperlink nodes.
Shift+RIGHT ARROW	Expand the current node and move to the right in Hyperlinks view.
Shift+LEFT ARROW	Expand the current node and move to the left in Hyperlinks view.
CTRL+T	Move through the AutoFilter settings for the columns in Reports view.

Work with coding tools

CTRL+Q	Quick tag editor.
CTRL+F2	Insert temporary bookmark.
F2	Next temporary bookmark.
Shift+F2	Previous temporary bookmark.
CTRL+G	Go to line.

Microsoft Frontpage 2003 Keyboard Shortcuts

CTRL+L	AutoComplete.
CTRL+ENTER	Insert code snippet.
CTRL+.	Insert end tag.
CTRL+,	Insert start tag.
CTRL+/	Insert HTML comment.
CTRL+SPACEBAR	Complete word.
CTRL+:	Select tag.
CTRL+;	Find matching tag.
CTRL+'	Select block.
CTRL+[	Go to definition of function.
CTRL+]	Find matching brace.
Format text and paragraphs	
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	In the More Colors dialog box, activate the color picker. Note SHIFT +TAB should activate, in order: Cancel, OK, Select, Custom, Value, and then the color picker.
LEFT, RIGHT, BACK, or FORWARD ARROW KEY	Use the color picker (follow the instructions for the previous entry first).
CTRL+PLUS SIGN	Apply superscript (superscript: Describes text that is slightly higher than other text on a line, such as a footnote reference mark.) formatting.
CTRL+EQUAL SIGN	Apply subscript (subscript: Describes text that is slightly lower than other text on a line. Subscripts are often used in scientific formulas.) formatting.
CTRL+ Shift+C	Copy formatting.
CTRL+Shift+V	Paste formatting.
CTRL+Shift+Z or CTRL+SPACEBAR	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 (style: Styles are used to control the font, alignment, and spacing of text; appearance of background pages; and other HTML attributes. A collection of styles is called a style sheet.).
CTRL+Shift+ N	Apply the Normal style.
CTRL+ALT+1	Apply the Heading 1 style.
CTRL+ALT+2	Apply the Heading 2 style.
CTRL+ALT+3	Apply the Heading 3 style.
CTRL+ALT+4	Apply the Heading 4 style.
CTRL+ALT+5	Apply the Heading 5 style.
CTRL+ALT+6	Apply the Heading 6 style.
CTRL+ Shift+L	Apply the List style.
Edit and move text and graphics	
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 or CTRL+INSERT	Copy text or graphics.

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CTRL+X or Shift+DELETE	Cut selected text to the Microsoft Office Clipboard.
CTRL+V or Shift+INSERT	Paste the Clipboard contents.
Shift+ENTER	Insert a line break.
CTRL+Shift+SPACEBAR	Insert a nonbreaking space.
Select text and graphics	
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 ARROW	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 the properties of a selection.
Work with tables, graphics, and hyperlinks	
Shift+CTRL+ALT+T	Insert a table.
TAB	Select the next table cell's content.
Shift+TAB	Select the preceding table cell's content.
Hold down Shift and press LEFT or RIGHT ARROW repeatedly	With the insertion point in a cell, extend a selection to adjacent cells in a row.
Hold down Shift and press UP or DOWN ARROW repeatedly	With the insertion point in the top or bottom cell of a column, select a column.
CTRL +T	With the graphic selected, create an auto thumbnail (thumbnail: A miniature representation of a picture on a Web page, usually containing a hyperlink to a full-size version of the graphic. Thumbnails are used to load pages rich in graphics or pictures more quickly in a Web browser.).
CTRL+K	Create a hyperlink (hyperlink: Colored and underlined text or a graphic that you click to go to a file, a location in a file, a Web page on the World Wide Web, or a Web page on an intranet. Hyperlinks can also go to newsgroups and to Gopher, Telnet, and FTP sites.) on a Web page.
In the Help task pane	
F1	Display the Help task pane.
F6	Switch between the Help task pane and the active application.
TAB	Select the next item in the Help task pane.
Shift+TAB	Select the previous item in the Help task pane.
ENTER	Perform the action for the selected item.
DOWN ARROW and UP ARROW	In a Table of Contents, select the next and previous item, respectively.
RIGHT ARROW and LEFT ARROW	In a table of contents, expand and collapse the selected item, respectively.
ALT+LEFT ARROW	Move back to the previous task pane.
ALT+RIGHT ARROW	Move forward to the next task pane.
CTRL+SPACEBAR	Open the menu of pane options.
CTRL+F1	Close and reopen the current task pane.
RIGHT ARROW	Expand a +/- list.
LEFT ARROW	Collapse a +/- list.
In the Help window	
TAB	Select the next hidden text or hyperlink, or Show All or Hide All at the top of a topic.
Shift+TAB	Select the previous hidden text or hyperlink, or the Browser View button at the top of a Microsoft Office

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	Online Web site article.
ENTER	Perform the action for the selected Show All, Hide All, hidden text, or hyperlink.
ALT+LEFT ARROW	Move back to the previous Help topic.
ALT+RIGHT ARROW	Move forward to the next Help topic.
CTRL+P	Print the current Help topic.
UP ARROW AND DOWN ARROW	Scroll small amounts up and down, respectively, within the currently displayed Help topic.
PAGE UP AND PAGE DOWN	Scroll larger amounts up and down, respectively, within the currently displayed Help topic.
ALT+U	Change whether the Help window appears connected to (tiled) or separate from (untiled) the active application.
Shift+F10	Display a menu of commands for the Help window; requires that the Help window have active focus (click an item in the Help window).
Access and use windows	
ALT+TAB	Switch to the next window.
ALT+Shift+TAB	Switch to the previous window.
CTRL+W or CTRL+F4	Close the active window.
F6	Move to a task pane (task pane: A window within an Office application that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.) from another pane in the program window (clockwise direction). You may need to press F6 more than once. Note If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar, and then pressing CTRL+TAB to move to the task pane.
Shift+F6	Move to a pane from another pane in the program window (counterclockwise direction).
CTRL+F6	When more than one window is open, switch to the next window.
CTRL+Shift+F6	Switch to the previous window.
Access and use menus and toolbars	
F10 or ALT	Select the menu bar (menu bar: The horizontal bar below the title bar that contains the names of menus. A menu bar can be the built-in menu bar or a custom menu bar.), or close an open menu and submenu at the same time.
TAB or Shift+TAB	When a toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, press ALT and then SHFT+F10.) is selected, select the next or previous button or menu on the toolbar.
CTRL+TAB or CTRL+Shift+TAB	When a toolbar is selected, select the next or previous toolbar.
ENTER	Open the selected menu, or perform the action for the selected button or command.
Shift+F10	Display the shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHFT+F10.) for the selected item.
ALT+SPACEBAR	Display the window shortcut menu (Control menu).
DOWN ARROW or UP ARROW	When a menu or submenu is open, select the next or previous command.
LEFT ARROW or RIGHT ARROW	Select the menu to the left or right. When a submenu is open, switch between the main menu and the submenu.
HOME or END	Select the first or last command on the menu or submenu.
ESC	Close an open menu. When a submenu is open, close only the submenu.
Shift+DOWN ARROW	When a menu is selected, display the list of commands.
CTRL+DOWN ARROW	When a personalized menu is open, display the full set of commands.
Access and use task panes	
F6	Move to a task pane (task pane: A window within an Office application that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.) from another pane in the program window. (You may need to press F6 more than once.) Note If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar, and then pressing CTRL+TAB to move to the task pane.
CTRL+TAB	When a menu or toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, press ALT and then SHFT+F10.) is active, move to a task pane. (You may need to press CTRL+TAB more than once.)

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CTRL+F1	Open or close a task pane.
CTRL+SPACEBAR	Open a drop-down menu for the selected task pane.
TAB or Shift+TAB	When a task pane is active, select the next or previous option in the task pane.
CTRL+DOWN ARROW	Display the full set of commands on the task pane menu.
DOWN ARROW or UP ARROW	Move among choices in a selected submenu; move among certain options in a group of options.
SPACEBAR or ENTER	Open the selected menu, or perform the action assigned to the selected button.
Shift+F10	Open a shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHFT+F10.); open a drop-down menu for the selected gallery item.
HOME or END	When a menu or submenu is visible, select the first or last command on the menu or submenu.
PAGE UP or PAGE DOWN	Scroll up or down in the selected gallery list.
CTRL+HOME or CTRL+END	Move to the top or bottom of the selected gallery list.
Access and use Open and Save As dialog boxes	
ALT+1	Go to the previous folder .
ALT+2	Up One Level button: Open the folder one level above the open folder.
ALT+3	Search the Web button: Close the dialog box and open your Web search page (search page: A page from which you can find and go to other Internet sites or to documents on an intranet. Many search pages provide various ways to search, such as by topic, by keyword, or by matches to user queries.).
ALT+4	Delete button: Delete the selected folder or file.
ALT+5	Create New Folder button: Create a new folder.
ALT+6	Views button: Switch among available folder views.
ALT+7 or ALT+L	Tools button: Show the Tools menu.
Shift+F10	Display a shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHFT+F10.) for a selected item such as a folder or file.
TAB	Move between options or areas in the dialog box.
F4 or ALT+I	Open the Look in list.
F5	Refresh the file list.
Access and use dialog boxes	
TAB	Move to the next option or option group.
Shift+TAB	Move to the previous option or option group.
CTRL+TAB	Switch to the next tab in a dialog box.
CTRL+Shift+TAB	Switch to the previous tab in a dialog box.
Arrow keys	Move between options in an open drop-down list, or between options in a group of options.
SPACEBAR	Perform the action assigned to the selected button; check or clear the selected check box.
First letter of an option in a drop-down list	Open the list if it is closed and move to that option in the list.
ALT+ the letter underlined in an optn	Select an option; select or clear a check box.
ALT+DOWN ARROW	Open a selected drop-down list
ESC	Close a selected drop-down list; cancel a command and close a dialog box.
ENTER	Perform the action assigned to a default button in a dialog box.
Access and use edit boxes within dialog boxes	
HOME	Move to the beginning of the entry.
END	Move to the end of the entry.
LEFT ARROW or RIGHT ARROW	Move one character to the left or right.
CTRL+LEFT ARROW	Move one word to the left.
CTRL+RIGHT ARROW	Move one word to the right.
Shift+LEFT ARROW	Select or unselect one character to the left.
Shift+RIGHT ARROW	Select or unselect one character to the right.
CTRL+Shift+LEFT ARROW	Select or unselect one word to the left.

Microsoft Frontpage 2003 Keyboard Shortcuts

CTRL+Shift+RIGHT ARROW	Select or unselect one word to the right.
Shift+HOME	Select from the insertion point to the beginning of the entry.
Shift+END	Select from the insertion point to the end of the entry.
Access and use smart tags	
ALT+Shift+F10	Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message.
DOWN ARROW	Select the next item in a smart tag menu.
UP ARROW	Select the previous item in a smart tag menu.
ENTER	Perform the action for the selected item in a smart tag menu.
ESC	Close the smart tag menu or message.
Access and use programming applications	
ALT+F8	Display, edit, or run macros.
Shift+ALT+F11	Display the Microsoft Script Editor.
ALT+F11	Display the Microsoft Visual Basic Editor.

Visit http://www.shortcutmania.com/ for more printable keyboard shortcuts