

Microsoft InfoPath 2003 Keyboard Shortcuts

Moving between fields

TAB	Move forward between fields in the tab order of the form.
Shift+TAB	Move backward between fields in the tab order of the form.
CTRL+ENTER	Insert a new repeating table row or section.

Entering text in fields

CTRL+F	Find a word or phrase in a field.
CTRL+H	Replace a word or phrase in a field.
CTRL+X	Cut the selected text or item.
CTRL+C	Copy the selected text.
CTRL+V	Paste text or an item.
ALT+DOWN ARROW	Display the selected date picker.
HOME	Move to the beginning of the entry.
END	Move to the end of the entry.
LEFT ARROW	Move one character to the left.
RIGHT ARROW	Move one character to the right.
CTRL+LEFT ARROW	Move one word to the left.
CTRL+RIGHT ARROW	Move one word to the right.
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+ALT+E	Insert the Euro symbol.
Shift+ENTER	Insert a line break.

Selecting text in fields

Shift+LEFT ARROW	Select or cancel the selection one character to the left.
Shift+RIGHT ARROW	Select or cancel the selection one character to the right.
CTRL+Shift+LEFT ARROW	Select or cancel the selection one word to the left.
CTRL+Shift+RIGHT ARROW	Select or cancel the selection one word to the right.
Shift+HOME	Select from the insertion point to the beginning of the line.
Shift+END	Select from the insertion point to the end of the line.
CTRL+Shift+HOME	In multiline fields, select from the insertion point to the beginning of the entry.
CTRL+Shift+END	In multiline fields, select from the insertion point to the end of the entry.

Formatting text in fields

CTRL+SPACEBAR	Remove all formatting from the selected text.
CTRL+K	Insert a hyperlink.
CTRL+B	Apply or remove bold formatting from the selected text.
CTRL+I	Apply or remove italic formatting from the selected text.
CTRL+U	Apply or remove an underline from the selected text.
ALT+Shift+K	Apply or remove strikethrough formatting from the selected text.
CTRL+Shift+=	Apply or remove superscript formatting from the selected text.
CTRL+=	Apply or remove subscript formatting from the selected text.
CTRL+Shift+C	Copy formatting from the selected text.
CTRL+Shift+V	Paste formatting to the selected text.
CTRL+Shift+N	Apply or remove the Normal style from the selected text.
ALT+CTRL+1	Apply or remove the Heading 1 style from the selected text.
ALT+CTRL+2	Apply or remove the Heading 2 style from the selected text.
ALT+CTRL+3	Apply or remove the Heading 3 style from the selected text.
CTRL+Shift+L	Apply or remove bulleted list formatting from the selected paragraph.

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CTRL+M	Indent a paragraph from the left.
CTRL+Shift+M	Remove a paragraph indent from the left.
CTRL+J	Justify the selected paragraph.
CTRL+R	Right align the selected paragraph.
CTRL+E	Center the selected paragraph.
CTRL+L	Left align the selected paragraph.
CTRL+Shift+F	Apply a font to the selected text.
CTRL+Shift+P	Apply a font size to the selected text.
CTRL+Shift+,	Increase the font size for the selected text.
CTRL+Shift+.	Decrease the font size for the selected text.
CTRL+]]	Increase the font size by 1 point for the selected text.
CTRL+[[Decrease the font size by 1 point for the selected text.
CTRL+D	Open the Font task pane.
Working with right-to-left text	
CTRL+RIGHT Shift	Change the paragraph direction to right-to-left.
CTRL+LEFT Shift	Change the paragraph direction to left-to-right.
Working with tables	
Hold down Shift while dragging the pointer	Change the width of the column to the left without changing the width of the other columns.
Arrow keys (press repeatedly if the cells contain	Move between adjacent cells.
Hold down ALT while dragging the pointer	Resize all of the selected rows or columns to the same height or width.
F2	Select the contents of a table cell.
Making corrections and saving changes	
CTRL+Z	Undo the last action.
CTRL+Y	Redo the last action.
CTRL+Shift+E	Display the next data validation error.
CTRL+Shift+S	Display details about the selected data validation error.
F7	Check spelling.
Shift+F12	Display the Save as dialog box.
CTRL+S	Save the form.
Developing forms	
CTRL+Shift+D	Design a new form.
CTRL+O or CTRL+F12	Open the Open in design mode dialog box.
ALT+N	Display the Design Tasks task pane.
ALT+P or CTRL+Shift+B	Preview the current form.
CTRL+F	Find a word or phrase.
CTRL+H	Replace a word or phrase.
CTRL+X	Cut the selected text or item.
CTRL+C	Copy the selected text or item.
CTRL+V	Paste text or an item.
CTRL+P	Print the current form.
ALT+ENTER	Display the properties of the selected control.
ALT+I, C	Insert a control.
CTRL+	Select the previous control.
CTRL+> (greater than sign) or TAB	Select the next control.
ALT+Shift+F11	Open Microsoft Script Editor (MSE).
ALT+H+I	Open the Microsoft Office Developer Center Web site in a Web browser.

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CTRL+K	Insert a hyperlink.
ALT+SPACEBAR	Display a shortcut menu for the InfoPath program window.
CTRL+Shift+UP ARROW	Select to the beginning of the paragraph.
CTRL+Shift+DOWN ARROW	Select to the end of the paragraph.
Shift+UP ARROW or Shift+DOWN ARROW	Select the text, graphic, or field to one line up or one line down.
Shift+ENTER	Insert a line break.
CTRL+ALT+E	Insert the Euro symbol.

Formatting text

CTRL+SPACEBAR	Remove all formatting.
CTRL+B	Apply or remove bold formatting from the selected text.
CTRL+I	Apply or remove italic formatting from the selected text.
CTRL+U	Apply or remove the underline from the selected text.
ALT+Shift+K	Apply or remove strikethrough from the selected text.
CTRL+Shift+=	Apply or remove superscript formatting from the selected text.
CTRL+=	Apply or remove subscript formatting from the selected text.
CTRL+Shift+C	Copy formatting from the selected text.
CTRL+Shift+V	Paste formatting to the selected text.
CTRL+Shift+N	Apply or remove the Normal style from the selected text.
ALT+CTRL+1	Apply or remove the Heading 1 style from the selected text.
ALT+CTRL+2	Apply or remove the Heading 2 style from the selected text.
ALT+CTRL+3	Apply or remove the Heading 3 style from the selected text.
CTRL+Shift+L	Apply or remove bulleted list formatting from the selected paragraph.
CTRL+M	Indent a paragraph from the left.
CTRL+Shift+M	Remove a paragraph indent from the left.
CTRL+J	Justify the selected paragraph.
CTRL+R	Right align the selected paragraph.
CTRL+E	Center the selected paragraph.
CTRL+L	Left align the selected paragraph.
CTRL+Shift+F	Apply a font to the selected text.
CTRL+Shift+P	Apply a font size to the selected text.
CTRL+Shift+,	Increase the font size for the selected text.
CTRL+Shift+.	Decrease the font size for the selected text.
CTRL+]]	Increase the font size by 1 point for the selected text.
CTRL+[[Decrease the font size by 1 point for the selected text.
CTRL+D	Open the Font task pane.

Working with tables

ALT+I, G	Insert a repeating table.
Hold down Shift while dragging the pointer	Change the width of the column to the left without changing the width of the other columns.
Hold down ALT while dragging the pointer	Resize all of the selected rows or columns to the same height or width.
Arrow keys (press repeatedly if the cells contain	Move between adjacent cells of a table.
F2	Select the contents of a table cell.

Making corrections and saving changes

ALT+F7	Find the next misspelling or grammatical error. The Check spelling as you type check box must be selected (Tools menu, Options dialog box, Spelling tab).
ALT+Shift+F2	Save or publish the current form. Note This shortcut opens a dialog box that offers a choice between saving and publishing your form. If you choose to hide this dialog box in the future, pressing

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	ALT+SHFT+F2 displays the Save As dialog box.
CTRL+Z	Undo the last action.
CTRL+Y	Redo the last action.
Shift+F12	Save the current form.
Previewing a form before printing	
ALT+F, V	Display the Print Preview dialog box.
ALT+RIGHT ARROW	Move to the next page.
ALT+LEFT ARROW	Move to the previous page.
ALT+=	Zoom in to get a close-up view of the form.
ALT+-	Zoom out to see more of the form at a reduced size.
Using the InfoPath Help task pane	
F1	Display the InfoPath Help task pane.
ENTER	Perform the action for the selected item.
DOWN ARROW	In the table of contents and search results, select the next item.
UP ARROW	In the table of contents and search results, select the previous item.
RIGHT ARROW	In the table of contents, expand the selected item.
LEFT ARROW	In the table of contents, collapse the selected item.
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 task pane options.
CTRL+F1	Close or reopen a task pane.
Using the Help window	
TAB	Select the next hyperlink, or Show All or Hide All at the top of a topic.
Shift+TAB	Select the previous hyperlink.
ENTER	Perform the action for the selected hyperlink, Show All, or Hide All.
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	Scroll up, one line at a time, within the current Help topic.
DOWN ARROW	Scroll down, one line at a time, within the current Help topic.
PAGE UP	Scroll up, one page at a time, within the current Help topic.
PAGE DOWN	Scroll down, one page at a time, within the current Help topic.
ALT+U	Change whether the Help window appears next to (tiled) or on top of (untiled) the InfoPath program window.
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).
Accessing and using menu bars and toolbars	
CTRL+arrow keys	Resize a toolbar.
CTRL+arrow keys	Move a toolbar.
DOWN ARROW (press repeatedly)	Undock a toolbar.
LEFT ARROW or RIGHT ARROW (press repeatedly)	Dock a toolbar vertically on the left or right side.
ALT or F10	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.
CTRL+TAB or CTRL+Shift+TAB	Select a task pane or toolbar after pressing F10 or ALT to select the menu bar. Pressing the keys repeatedly moves the focus among the open toolbars, menu bars, and task panes.
TAB	When a toolbar or menu bar is selected, select the next button or menu.
Shift+TAB	When a toolbar or menu bar is selected, select the previous button or menu.
ENTER	Open the selected menu, or perform the action for the selected button or command.

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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 title bar shortcut menu.
DOWN ARROW	When a menu or submenu (submenu: A menu that appears when a user points to a command on a higher-level menu.) is open, select the next command.
UP ARROW	When a menu or submenu is open, select the previous command.
LEFT ARROW	Select the menu to the left. When a submenu is open, switch between the main menu and the submenu.
RIGHT ARROW	Select the menu to the right. When a submenu is open, switch between the main menu and the submenu.
HOME	Select the first command on the menu or submenu.
END	Select the last command on the menu or submenu.
ESC	Close an open menu. When a submenu is open, close only the submenu.
Shift+DOWN ARROW	Open the selected menu.
CTRL+DOWN ARROW	When a shortened menu is open, display the full set of commands.
F6	Switch between the task pane and the active form.
TAB	Select the next item in the task pane.
Shift+TAB	Select the previous item in the task pane.
Accessing and using task panes	
CTRL+arrow keys	Resize a task pane.
CTRL+arrow keys	Move a task pane.
CTRL+F1	Open the task pane or hide the current task pane.
F6	Move to a task pane from the program window. (You may need to press F6 more than once.)
CTRL+TAB	When a menu or toolbar is active, move to a task pane. (You may need to press CTRL+TAB more than once.)
CTRL+SPACEBAR	Open the menu of task pane options.
ALT+LEFT ARROW	Reverse the sequence of task panes you opened.
ALT+RIGHT ARROW	Repeat the sequence of task panes you opened.
ESC	Close a menu if one is currently open, or go back to the form.
TAB	When a task pane is active, select the next option in the task pane.
Shift+TAB	When a task pane is active, select the previous option in the task pane.
UP ARROW	Move up between choices in a selected submenu; move between options in a group of options.
DOWN ARROW	Move down between choices in a selected submenu; move between options in a group of options.
ENTER	Open the selected menu, or perform the action assigned to the selected button.
Shift+F10	Open a shortcut menu in a form; open a drop-down menu for the selected task pane item.
HOME	When a menu or submenu is visible, select the first command on the menu or submenu.
END	When a menu or submenu is visible, select the last command on the menu or submenu.
CTRL+HOME	Move to the top of the selected task pane list.
CTRL+END	Move to the bottom of the selected task pane list.
Accessing and selecting options in dialog boxes	
ALT+F6	Move from an open dialog box back to the form, for dialog boxes that support this behavior.
TAB	Move to the next option.
Shift+TAB	Move to the previous option.
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 a list or group of options.
SPACEBAR	Perform the action assigned to the selected button, or select 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 a specific option in the list.

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ALT+ the letter underlined in an optn	Select an option, or select or clear a check box.
ALT+DOWN ARROW	Open the selected drop-down list.
ESC	Close the selected drop-down list or cancel a command, and then close the dialog box.
ENTER	Run the selected command.
ALT+1	Go to the previous folder.
ALT+2	Open the folder one level up from the selected folder.
ALT+4	Delete the selected folder or file.
ALT+5	Create a new subfolder in the open folder.
ALT+6	Switch between the Thumbnails, Tiles, Icons, List Details, Properties, and Preview views.
Shift+F10	Display a shortcut menu for the selected folder or file.
TAB	Move between options or areas in a dialog box.
F4 or ALT+l	Open the Look in or Save in list.
F5	Update the folder and file list in the Open, Open in Design Mode, or Save As dialog box.
Using edit boxes within dialog boxes	
HOME	Move to the beginning of the entry.
END	Move to the end of the entry.
LEFT ARROW	Move one character to the left.
RIGHT ARROW	Move one character to the right.
CTRL+LEFT ARROW	Move one word to the left.
CTRL+RIGHT ARROW	Move one word to the right.
Shift+LEFT ARROW	Select or cancel the selection one character to the left.
Shift+RIGHT ARROW	Select or cancel the selection one character to the right.
CTRL+Shift+LEFT ARROW	Select or cancel the selection one word to the left.
CTRL+Shift+RIGHT ARROW	Select or cancel the selection 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.

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