Sharepoint Server 2007 Keyboard Shortcuts

All pages	
TAB (Press repeatedly, immediately after opening the page in a browser.)	Turn More Accessible Mode on or off.
ALT+J	To activate or place focus on the Skip to main content link.
ALT+3	To activate or place focus on the View All Site Content link.
ALT+/	To activate or place focus on the Site Actions menu.
ALT+S	To activate or place focus on the Search link.
ALT+6	To activate or place focus on the Help link.
ALT+1	To activate or place focus on the Home link.
ALT+L	To activate or place focus on the Welcome menu.
ALT+V	To activate or place focus on the View menu.
Shift+ENTER	Expand menus such as the Site Actions menu.
ALT+DOWN ARROW	Expand drop down lists such as the Search Scope menu next to the Search box at the top of most pages.
ALT+W	Move the selection from Web Part to Web Part on pages, such as on the home page, that use multiple Web Parts.
Rich Text Editor	
CTRL+Shift+	Right-to-Left text direction button
CTRL+Shift+>	Left-to-Right text direction button
CTRL+B	Bold button
CTRL+C	Copy button
CTRL+Shift+C	Text color button
CTRL+E	Center button
CTRL+Shift+E	Numbered List button
CTRL+Shift+F	Font menu
CTRL+I	Italics button
CTRL+L	Align Left button
CTRL+Shift+L	Bulleted List button
CTRL+M	Increase Indent button
CTRL+Shift+M	Decrease Indent button
CTRL+Shift+P	Font Size menu
CTRL+R	Align Right button
CTRL+U	Underline button
CTRL+V	Paste button
CTRL+Shift+W	Background Color menu
CTRL+X	Cut button
Add or edit item, document, discussion comment, or survey response	
ALT+C	Cancel button (cancels changes and returns to the list, library, discussion board, or survey)
ALT+O	OK button (saves changes and closes the page)
List or library page	
ALT+N	To activate or place focus on the New menu on a list or library toolbar.(To activate the menu, press SHFT+ENTER. To select a cmnd, press DOWN ARROW.)
ALT+U	To activate or place focus on the Upload menu on a list or library toolbar Depending on the type of library, the Upload menu contains Upload Document and Upload Multiple Document commands.(To activate the menu, press SHFT+ENTER. To select a cmnd, press DOWN ARROW.)
ALT+C	To activate or place focus on the Actions menu on a list or library toolbar Depending on the type of list or library, the Actions menu contains Edit in Datasheet, Open with Windows Explorer, Export to Spreadsheet, View RSS Feed, and Alert Me commands. (To activate the menu, press SHFT+ENTER. To select a cmnd, press DOWN ARROW.)
ALT+I	To activate or place focus on the Settings menu on a list or library toolbar Depending on the type of list

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	or library, the Settings menu contains Create Column, Create View, and Library Type Library Settings commands.(To activate the menu, press SHFT+ENTER. To select a cmnd, press DOWN ARROW.)
ALT+N	Create New Document This command is on the New menu. (To activate the menu, press SHFT+ENTER. To select a cmnd, press DOWN ARROW.)
ALT+N	Create New Folder This command is on the New menu.(To activate the menu, press SHFT+ENTER. To select a cmnd, press DOWN ARROW.)
ALT+U	Upload Document This command is on the Upload menu. (To activate the menu, press SHFT+ENTER. To select a cmnd, press DOWN ARROW.)
ALT+C	In a standard view, Edit in Datasheet This command is on the Actions menu. (To activate the menu, press SHFT+ENTER. To select a cmnd, press DOWN ARROW.)
Shift+ENTER	Expand the menu of options for a document in a library.
Shift+ENTER	Filter a column in a list. This requires that the column header have the active focus (press ALT+J to skip to the main content area, and then press TAB repeatedly until the header is selected).
Picture library page	
ALT+C	Edit This command is on the Actions menu.(To activate the menu, press SHFT+ENTER. To select a cmnd, press DOWN ARROW.)
ALT+C	Delete This command is on the Actions menu.(To activate the menu, press SHFT+ENTER. To select a cmnd, press DOWN ARROW.)
ALT+C	Download This command is on the Actions menu.(To activate the menu, press SHFT+ENTER. To select a cmnd, press DOWN ARROW.)
ALT+C	Send To This command is on the Actions menu.(To activate the menu, press SHFT+ENTER. To select a cmnd, press DOWN ARROW.)
ALT+C	View Slide Show This command is on the Actions menu.(To activate the menu, press SHFT+ENTER. To select a cmnd, press DOWN ARROW.)
ALT+C	Open with Windows Explorer This command is on the Actions menu. (To activate the menu, press SHFT+ENTER. To select a cmnd, press DOWN ARROW.)
Survey page	
ALT+C	To activate or place focus on the Actions menu(To activate the menu, press SHFT+ENTER. To select a cmnd, press DOWN ARROW.)
ALT+N	To activate or place focus on the Respond to this Survey button
ALT+C	Export Results to spreadsheet This command is on the Actions menu.(To activate the menu, press SHFT+ENTER. To select a cmnd, press DOWN ARROW.)
ALT+R	Show a graphical summary of responses link
ALT+S	In a form for editing a survey response, select the Save and Close button
ALT+U	To activate or place focus on the Show all responses link
ALT+I	To activate or place focus on the Settings menu
ALT+N	To activate or place focus on the Next Page button
Permissions page	
ALT+C	Remove User Permissions This command is on the Actions menu. (To activate the menu, press SHFT+ENTER. To select a cmnd, press DOWN ARROW.)
ALT+C	Edit User Permissions This command is on the Actions menu. (To activate the menu, press SHFT+ENTER. To select a cmnd, press DOWN ARROW.)
ALT+C	Inherit Permissions This command is on the Actions menu. (To activate the menu, press SHFT+ENTER. To select a cmnd, press DOWN ARROW.)
All Site Content page	
ALT+N	To activate or place focus on the Create button
Discussion board	
ALT+N	To activate or place focus on the New Discussion button
ALT+W	To activate or place focus on the Threaded view command (when using the default Flat view) This command is on the View menu.(To activate the menu, press SHFT+ENTER. To select a cmnd, press DOWN ARROW.)
ALT+W	To activate or place focus on the Flat view command (when using the Threaded view) This command is on the View menu.(To activate the menu, press SHFT+ENTER. To select a cmnd, press DOWN

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	ARROW.)
Calendar view	
ALT+PERIOD	To activate or place focus on the Day view link
ALT+MINUS SIGN	To activate or place focus on the Week view link
ALT+EQUAL SIGN	To activate or place focus on the Month view link
ALT+[	Move to the previous day, week, or month in a view
ALT+]	Move to the next day, week, or month in a view
ALT+	In a date picker control, move to the previous month
ALT+>	In a date picker control, move to the next month
Contacts list	
ALT+C	Connect to Outlook. (To activate the menu, press SHFT+ENTER. To select a cmnd, press DOWN ARROW.)
Web Part Page	
ALT+W	Move to the next Web Part or tool pane section.
ALT+ENTER	Open the Web Part menu. (This requires that the Web Part have the active focus. Press ALT+W repeatedly until you select the title for the Web Part that you want, and then press the TAB key.)
DOWN ARROW (press repeatedly)	Modify a Web Part. (This requires that the Web Part menu have the active focus. Press ALT+W repeatedly until you select the title for the Web Part that you want, press the TAB key, and then press ALT+ENTER.)
ALT+O	Save property changes in the Web Part tool pane, and then close the tool pane.
ALT+Y	Save property changes in the Web Part tool pane, and keep the tool pane open.
ALT+C	Cancel property changes in the Web Part tool pane, and then close the tool pane.
ALT+O	Add the selected Web Part in the Add Web Parts window to a Web Part Page.
UP ARROW	Move to the previous item in a drop down list, menu, or submenu.
DOWN ARROW	Move to the next item in a drop down list, menu, or submenu.
LEFT ARROW	Close a submenu and return to the previous menu or submenu.
RIGHT ARROW	Open the next submenu.
Rich Text Edtior - Standard toolbar	
CTRL+X	Cut the selection to the Clipboard.
CTRL+C	Copy the selection to the Clipboard.
CTRL+V Shift+INSERT	Paste the contents of the Clipboard to the current location.
CTRL+Z	Undo the most recent command.
CTRL+Y	Redo the most recently undone command.
CTRL+F	Find text.
CTRL+Shift+G	Switch between hiding and showing gridlines.
CTRL+L	Create a hyperlink for a selection or edit an existing hyperlink.
ALT+CTRL+I	Insert an image.
ALT+Shift+T	Insert a table.
ALT+CTRL+R	Insert a row in a table.
ALT+CTRL+C	Insert a column in a table.
ALT+CTRL+L	Insert a cell in a table.
ALT+CTRL+M	Merge cells in a table.
ALT+CTRL+S	Split cells in a table.
F1	Get help.
Press Rich Text Editor - Formatting toolbar	
CTRL+Shift+S	Change the text style.
CTRL+Shift+F	Change the text font.
CTRL+B	Apply or remove bold formatting from the selected text.
CTRL+I	Apply or remove italic formatting from the selected text.

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CTRL+U	Apply or remove the underline from the selected text.
CTRL+Shift+B	Change the background color of text.
ALT+Shift+[	Left align the selected paragraph.
ALT+Shift+|	Center the selection.
ALT+Shift+]	Right align the selected paragraph.
CTRL+Shift+ >	Convert the selection to a left-to-right orientation.
CTRL+Shift+	Convert the selection to a right-to-left orientation.
ALT+CTRL+N	Create a numbered list.
ALT+CTRL+B	Apply or remove bulleted list formatting from the selected paragraph.
CTRL+Shift+T	Remove a paragraph indent from the left.
CTRL+T	Indent a paragraph from the left.
Rich Text Editor - Editing content	
DELETE	Delete the selection without placing it on the Clipboard.
INSERT	Switch between inserting and overwriting text.
BACKSPACE	Delete the selection, or if there is no selection, the character preceding the cursor.
CTRL+BACKSPACE	Delete all of the word preceding the cursor, but not the preceding space.
Shift+ENTER	Insert a new line (but not inside an HTML Paragraph element:
Rich Text Editor - Navigating Content	
RIGHT ARROW	Move the cursor one character to the right.
LEFT ARROW	Move the cursor one character to the left.
UP ARROW	Move the cursor up one line.
DOWN ARROW	Move the cursor down one line.
CTRL+RIGHT ARROW	Move the cursor forward one word.
CTRL+LEFT ARROW	Move the cursor back one word.
HOME	Move the cursor to the start of the line.
END	Move the cursor to the end of the line.
CTRL+UP ARROW	Move the cursor up one paragraph.
CTRL+DOWN ARROW	Move the cursor down one paragraph.
PAGE UP	Move the cursor up one page.
PAGE DOWN	Move the cursor down one page.
CTRL+HOME	Move the cursor to the beginning of the content.
CTRL+END	Move the cursor to the end of the content.
Rich Text Editor - Extending selection	
Shift+RIGHT ARROW	Extend the selection one character to the right.
Shift+LEFT ARROW	Extend the selection one character to the left.
CTRL+Shift+RIGHT ARROW	Extend the selection one word to the right.
CTRL+Shift+LEFT ARROW	Extend the selection one word to the left.
Shift+UP ARROW	Extend the selection up one line.
Shift+DOWN ARROW	Extend the selection down one line.
Shift+END	Extend the selection to the end of the line.
Shift+HOME	Extend the selection to the start of the line.
Shift+PAGE UP	Extend the selection up one page.
Shift+PAGE DOWN	Extend the selection down one page.
CTRL+Shift+HOME	Extend the selection to the beginning of the content.
CTRL+Shift+END	Extend the selection to the end of the content.
CTRL+A	Select the entire content.
Rich Text Editor - Navigating tables, images or objects	
TAB	Move to the next table, image, or object (HTML block element) in the content.

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Shift+TAB	Move to the previous table, image, or object (HTML block element) in the content.
CTRL+TAB	Move from the content to the next block element on the Web page.
Shift+CTRL+TAB	Move to the Save button.
CTRL+K	Switch between absolute and relative positioning for the table, image, or object (HTML block element).
Web Part Maintenance Page	
ALT+C	Move to the Close button.
ALT+X	Move to the Delete button.
ALT+G	Return to the previous Web page.
ALT+R	Move to the Reset button.
ALT+S	Switch between shared and personal view.
Managing Microsoft Office InfoPath forms in a library	
ALT+W	Merge Documents. This command is on the View menu. (To activate the menu, press SHFT+ENTER.)
Shift+ENTER	Edit in Microsoft Office InfoPath. This requires the menu of options for a form to have the active focus (press ALT+J to skip to the main content area, and then press TAB repeatedly until the menu of options is displayed).
Shift+F10, DOWN ARROW (press four times)	Edit in Browser. This requires the menu of options for a form to have the active focus (press ALT+J to skip to the main content area, and then press TAB repeatedly until the menu of options is displayed).
ALT+N	Create a new form in a library (New Document). This command is on the New menu.(To activate the menu, press SHFT+ENTER.)
Using the Help window	
ALT+6	Open the Help window.
ALT+F4	Close the Help window.
ALT+TAB	Switch between the Help window and the active program.
ENTER	Perform the default action for the selected item.
TAB or Shift+TAB	In the Help and how-to window, select the next or previous item, respectively.
ENTER	In the Help topic, expand or collapse the selected item, respectively.
TAB	Select the next hidden text or hyperlink, including Show All or Hide All at the top of a topic.
Shift+TAB	Select the previous hidden text or hyperlink.
ENTER	Perform the action for the selected Show All, Hide All, hidden text, or hyperlink.
ALT+LEFT ARROW or BACKSPACE	Move back to the previous Help topic (Back button).
ALT+RIGHT ARROW	Move forward to the next Help topic (Forward button).
UP ARROW, DOWN ARROW	Scroll small amounts up or down, respectively, within the currently displayed Help topic.
PAGE UP, PAGE DOWN	Scroll larger amounts up or down, respectively, within the currently displayed Help topic.
ESC	Stop the last action (Stop button).
F5	Refresh the window (Refresh button).
CTRL+P	Print the current Help topic. Note If the current Help topic is not the active window, press F6 and then press CTRL+P.
TAB (press repeatedly)	Type text in the search box.
Shift+TAB	Select the previous hyperlink.
CTRL+P	Print the current Help topic.

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