

FrontPage Shortcut Keys

You can quickly accomplish tasks you perform frequently by using shortcut keys. The availability of shortcut keys in Microsoft FrontPage depends on whether the command you want to use is available in the currently selected view (Design view, Split view, or Folders view, for example).

Note The keyboard shortcuts are dependent on your keyboard language settings.

Common Microsoft FrontPage tasks

▼ Work with and manage Web pages

To do this	Press
Run the accessibility checker.	F8
Create a new Web page.	CTRL+N
Open a Web page.	CTRL+O
Close a Web page.	CTRL+F4
Save a Web page.	CTRL+S
Print a Web page.	CTRL+P
Refresh a Web page; refresh the Folder List; when in Split view, refreshes Code view changes in Design view.	F5
Switch between open Web pages.	CTRL+TAB
Switch between open Web pages in reverse order.	CTRL+SHIFT+TAB
Preview a Web page in a Web browser.	CTRL+SHIFT+B
Quit Microsoft FrontPage.	ALT+F4
Display nonprinting characters.	CTRL+ SHIFT+8
Display HTML tags in Design view.	CTRL+ /
Find text or HTML on a Web page.	CTRL+F
Find the next occurrence of the most recent search.	F3
Find the previous occurrence of the most recent search.	SHIFT+F3
Find the next occurrence of the current selection.	CTRL+F3
Find the previous occurrence of the current selection.	CTRL+SHIFT+F3
Replace text or HTML on a Web page.	CTRL+H
Check spelling on a Web page.	F7
Look up a word in the thesaurus.	SHIFT+F7
Cancel an action.	ESC
Undo an action.	CTRL+Z or ALT+BACKSPACE
Redo or repeat an action.	CTRL+Y or SHIFT+ALT+BACKSPACE
Move through open dialog boxes.	ALT+F6
Move through open dialog boxes in reverse order.	ALT+SHIFT+F6
Delete a Web page or folder in the Folder List or any dialog box.	DELETE

Move up one level.

BACKSPACE

▼ Access and use views

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

▼ Work with coding tools

To do this	Press
Quick tag editor.	CTRL+Q
Insert temporary bookmark.	CTRL+F2
Next temporary bookmark.	F2
Previous temporary bookmark.	SHIFT+F2
Go to line.	CTRL+G
AutoComplete.	CTRL+L
Insert code snippet.	CTRL+ENTER
Insert end tag.	CTRL+.
Insert start tag.	CTRL+,
Insert HTML comment.	CTRL+/
Complete word.	CTRL+SPACEBAR
Select tag.	CTRL+:
Find matching tag.	CTRL+;
Select block.	CTRL+'

Go to definition of function. CTRL+[

Find matching brace. CTRL+]

▼ Format text and paragraphs

To do this	Press
Change the font.	CTRL+SHIFT+F
Change the font size.	CTRL+SHIFT+P
Apply bold formatting.	CTRL+B
Apply an underline.	CTRL+U
Apply italic formatting.	CTRL+I
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.	SHIFT+TAB
Use the color picker (follow the instructions for the previous entry first).	LEFT, RIGHT, BACK, or FORWARD ARROW KEY
Apply superscript (superscript: Describes text that is slightly higher than other text on a line, such as a footnote reference mark.) formatting.	CTRL+PLUS 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+EQUAL SIGN
Copy formatting.	CTRL+ SHIFT+C
Paste formatting.	CTRL+SHIFT+V
Remove manual formatting.	CTRL+SHIFT+Z or CTRL+SPACEBAR
Center a paragraph.	CTRL+E
Left align a paragraph.	CTRL+L
Right align a paragraph.	CTRL+R
Indent a paragraph from the left.	CTRL+M
Indent a paragraph from the right.	CTRL+ SHIFT+M
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+S
Apply the Normal style.	CTRL+SHIFT+ N
Apply the Heading 1 style.	CTRL+ALT+1
Apply the Heading 2 style.	CTRL+ALT+2
Apply the Heading 3 style.	CTRL+ALT+3
Apply the Heading 4 style.	CTRL+ALT+4
Apply the Heading 5 style.	CTRL+ALT+5
Apply the Heading 6 style.	CTRL+ALT+6

Apply the List style.

CTRL+ SHIFT+L

▼ Edit and move text and graphics

To do this	Press
Delete one character to the left.	BACKSPACE
Delete one character to the right.	DELETE
Delete one word to the left.	CTRL+BACKSPACE
Delete one word to the right.	CTRL+DELETE
Copy text or graphics.	CTRL+C or CTRL+INSERT
Cut selected text to the Microsoft Office Clipboard.	CTRL+X or SHIFT+DELETE
Paste the Clipboard contents.	CTRL+V or SHIFT+INSERT
Insert a line break.	SHIFT+ENTER
Insert a nonbreaking space.	CTRL+SHIFT+SPACEBAR

▼ Select text and graphics

To do this	Press
Move one character to the right.	SHIFT+RIGHT ARROW
Move one character to the left.	SHIFT+LEFT ARROW
Go to the end of a word.	CTRL+SHIFT+RIGHT ARROW
Go to the beginning of a word.	CTRL+SHIFT +LEFT ARROW
Go to the end of a line.	SHIFT+END
Go to the beginning of a line.	SHIFT+HOME
Move one line up.	SHIFT+UP ARROW
Move one line down.	SHIFT+DOWN ARROW
Go to the end of a paragraph.	CTRL+SHIFT+DOWN ARROW
Go to the beginning of a paragraph.	CTRL+SHIFT+UP ARROW
Move one screen down.	SHIFT+PAGE DOWN
Move one screen up.	SHIFT+PAGE UP
Select the entire page.	CTRL+A
Display the properties of a selection.	ALT+ENTER

▼ Work with tables, graphics, and hyperlinks

To do this	Press
Insert a table.	SHIFT+CTRL+ALT+T
Select the next table cell's content.	TAB
Select the preceding table cell's content.	SHIFT+TAB
With the insertion point in a cell, extend a selection to adjacent cells in a row.	Hold down SHIFT and press LEFT or RIGHT ARROW repeatedly
With the insertion point in the top or bottom cell of a column,	Hold down SHIFT and press

select a column.

UP or DOWN ARROW
repeatedly

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 +T

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.

CTRL+K

Online Help

▼ Access and work with the Help task pane and Help window

The Help pane is a task pane that provides access to all Microsoft Office Help content. As a task pane, the Help pane appears as part of the active application. The Help window displays topics and other Help content and appears as a window next to, but separate from, the active application.

In the Help task pane

To do this	Press
Display the Help task pane.	F1
Switch between the Help task pane and the active application.	F6
Select the next item in the Help task pane.	TAB
Select the previous item in the Help task pane.	SHIFT+TAB
Perform the action for the selected item.	ENTER
In a Table of Contents, select the next and previous item, respectively.	DOWN ARROW and UP ARROW
In a table of contents, expand and collapse the selected item, respectively.	RIGHT ARROW and LEFT ARROW
Move back to the previous task pane.	ALT+LEFT ARROW
Move forward to the next task pane.	ALT+RIGHT ARROW
Open the menu of pane options.	CTRL+SPACEBAR
Close and reopen the current task pane.	CTRL+F1
Expand a +/- list.	RIGHT ARROW
Collapse a +/- list.	LEFT ARROW

In the Help window

To do this	Press
Select the next hidden text or hyperlink, or Show All or Hide All at the top of a topic.	TAB
Select the previous hidden text or hyperlink, or the Browser View button at the top of a Microsoft Office Online Web site article.	SHIFT+TAB

Perform the action for the selected Show All, Hide All, hidden text, or hyperlink.	ENTER
Move back to the previous Help topic.	ALT+LEFT ARROW
Move forward to the next Help topic.	ALT+RIGHT ARROW
Print the current Help topic.	CTRL+P
Scroll small amounts up and down, respectively, within the currently displayed Help topic.	UP ARROW AND DOWN ARROW
Scroll larger amounts up and down, respectively, within the currently displayed Help topic.	PAGE UP AND PAGE DOWN
Change whether the Help window appears connected to (tiled) or separate from (untiled) the active application.	ALT+U
Display a menu of commands for the Help window; requires that the Help window have active focus (click an item in the Help window).	SHIFT+F10
Microsoft Office basics	
▼ Access and use windows	
To do this	Press
Switch to the next window.	ALT+TAB
Switch to the previous window.	ALT+SHIFT+TAB
Close the active window.	CTRL+W or CTRL+F4
<p>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.</p> <p>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.</p>	
Move to a pane from another pane in the program window (counterclockwise direction).	SHIFT+F6
When more than one window is open, switch to the next window.	CTRL+F6
Switch to the previous window.	CTRL+SHIFT+F6
▼ Access and use menus and toolbars	
To do this	Press
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.	F10 or ALT
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 SHIFT+F10.) is selected, select the next or previous button or menu on	TAB or SHIFT+TAB

the toolbar.

When a toolbar is selected, select the next or previous toolbar.	CTRL+TAB or CTRL+SHIFT+TAB
Open the selected menu, or perform the action for the selected button or command.	ENTER
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 SHIFT+F10.) for the selected item.	SHIFT+F10
Display the window shortcut menu (Control menu).	ALT+SPACEBAR
When a menu or submenu is open, select the next or previous command.	DOWN ARROW or UP ARROW
Select the menu to the left or right. When a submenu is open, switch between the main menu and the submenu.	LEFT ARROW or RIGHT ARROW
Select the first or last command on the menu or submenu.	HOME or END
Close an open menu. When a submenu is open, close only the submenu.	ESC
When a menu is selected, display the list of commands.	SHIFT+DOWN ARROW
When a personalized menu is open, display the full set of commands.	CTRL+DOWN ARROW

Note You can use the keyboard to select any menu command on the menu bar. Press ALT to select the menu bar. Press the letter that is underlined in the menu name that contains the command you want. In the menu that appears, press the letter underlined in the command name that you want.

▼ Access and use task panes

To do this	Press
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.)	F6
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.	
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 SHIFT+F10.) is active, move to a task pane. (You may need to press CTRL+TAB more than once.)	CTRL+TAB
Open or close a task pane.	CTRL+F1
Open a drop-down menu for the selected task pane.	CTRL+SPACEBAR
When a task pane is active, select the next or previous option in the task pane.	TAB or SHIFT+TAB

Display the full set of commands on the task pane menu.	CTRL+DOWN ARROW
Move among choices in a selected submenu; move among certain options in a group of options.	DOWN ARROW or UP ARROW
Open the selected menu, or perform the action assigned to the selected button.	SPACEBAR or ENTER
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 SHIFT+F10.); open a drop-down menu for the selected gallery item.	SHIFT+F10
When a menu or submenu is visible, select the first or last command on the menu or submenu.	HOME or END
Scroll up or down in the selected gallery list.	PAGE UP or PAGE DOWN
Move to the top or bottom of the selected gallery list.	CTRL+HOME or CTRL+END

▼ Move and resize toolbars and task panes

Press ALT to 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.).

Press CTRL+TAB repeatedly to select the toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, press ALT and then SHIFT+F10.) or 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.) you want.

Do one of the following:

▼ Resize a toolbar

In the toolbar, press CTRL+SPACE to display the Toolbar Options menu.

Select the Size command, and then press ENTER.

Use the arrow keys to resize the toolbar. Press CTRL+ the arrow keys to resize one pixel at a time.

▼ Move a toolbar

In the toolbar, press CTRL+SPACE to display the Toolbar Options menu.

Select the Move command, and then press ENTER.

Use the arrow keys to position the toolbar. Press CTRL+ the arrow keys to move one pixel at a time. To undock the toolbar, press DOWN ARROW repeatedly. To dock the toolbar vertically on the left or right side, press LEFT ARROW or RIGHT ARROW respectively when the toolbar is all the way to the left or right side.

▼ Resize a task pane

In the task pane, press CTRL+SPACE to display a menu of additional commands.

Use the DOWN ARROW key to select the Size command, and then press ENTER.

Use the arrow keys to resize the task pane. Use CTRL+ the arrow keys to resize by one pixel at a time.

▼ Move a task pane

In the task pane, press CTRL+SPACE to display a menu of additional commands.







Use the DOWN ARROW key to select the Move command, and then press ENTER.

Use the arrow keys to position the task pane. Use CTRL+ the arrow keys to move one pixel at a time.

When you are finished moving or resizing, press ESC.

▼ Access and use Open and Save As dialog boxes

The Open, Insert Picture, and Save As dialog boxes support standard dialog box keyboard shortcuts. (To view standard shortcuts for dialog boxes, refer to the Use Dialog Boxes and Use Edit Boxes Within Dialog Boxes sections in the main Keyboard Shortcuts topic.) These dialog boxes also support the shortcuts below.

To do this	Press
Go to the previous folder  .	ALT+1
Up One Level  button: Open the folder one level above the open folder.	ALT+2
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+3
Delete  button: Delete the selected folder or file.	ALT+4
Create New Folder  button: Create a new folder.	ALT+5
Views  button: Switch among available folder views.	ALT+6
Tools button: Show the Tools menu.	ALT+7 or ALT+L
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 SHIFT+F10.) for a selected item such as a folder or file.	SHIFT+F10
Move between options or areas in the dialog box.	TAB
Open the Look in list.	F4 or ALT+I
Refresh the file list.	F5

▼ Access and use dialog boxes

To do this	Press
Move to the next option or option group.	TAB
Move to the previous option or option group.	SHIFT+TAB
Switch to the next tab in a dialog box.	CTRL+TAB
Switch to the previous tab in a dialog box.	CTRL+SHIFT+TAB
Move between options in an open drop-down list, or between options in a group of options.	Arrow keys
Perform the action assigned to the selected button; check or clear the selected check box.	SPACEBAR
Open the list if it is closed and move to that option in the list.	First letter of an option in a drop-down list
Select an option; select or clear a check box.	ALT+ the letter underlined in an

	option
Open a selected drop-down list	ALT+DOWN ARROW
Close a selected drop-down list; cancel a command and close a dialog box.	ESC
Perform the action assigned to a default button in a dialog box.	ENTER

▼ Access and use edit boxes within dialog boxes

An edit box is a blank box in which you type or paste an entry, such as your user name or the path (path: The route that the operating system uses to locate a folder or file; for example, C:\House finances\March.doc.) to a folder.

To do this	Press
Move to the beginning of the entry.	HOME
Move to the end of the entry.	END
Move one character to the left or right.	LEFT ARROW or RIGHT ARROW
Move one word to the left.	CTRL+LEFT ARROW
Move one word to the right.	CTRL+RIGHT ARROW
Select or unselect one character to the left.	SHIFT+LEFT ARROW
Select or unselect one character to the right.	SHIFT+RIGHT ARROW
Select or unselect one word to the left.	CTRL+SHIFT+LEFT ARROW
Select or unselect one word to the right.	CTRL+SHIFT+RIGHT ARROW
Select from the insertion point to the beginning of the entry.	SHIFT+HOME
Select from the insertion point to the end of the entry.	SHIFT+END

▼ Access and use smart tags

To do this	Press
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.	ALT+SHIFT+F10
Select the next item in a smart tag menu.	DOWN ARROW
Select the previous item in a smart tag menu.	UP ARROW
Perform the action for the selected item in a smart tag menu.	ENTER
Close the smart tag menu or message.	ESC

▼ Tip

You can ask to be notified by a sound whenever a smart tag appears. To hear audio cues, you must have a sound card. You must also have Microsoft Office Sounds installed on your computer.

If you have access to the World Wide Web, you can download sounds from the Microsoft Office Online Web site. On the Help menu, click Microsoft Office Online and search for "Microsoft Office Sounds." After you've installed the sound files, you need to select the Provide feedback with sound check box on the General tab of the Options dialog box (Tools menu). When you select (or clear) this check box, the setting affects all Office programs that support sound.

▼ Access and use programming applications

To do this	Press
Display, edit, or run macros.	ALT+F8
Display the Microsoft Script Editor.	SHIFT+ALT+F11
Display the Microsoft Visual Basic Editor.	ALT+F11