

# Keyboard Shortcuts

OBJECTS	
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + D	Duplicate
Ctrl + X	Cut
Ctrl + A	Select all
Ctrl + G	Group
Ctrl + Shift + G	Ungroup
Arrows	Macro nudge
Ctrl + Arrows	Micro nudge
Ctrl (hold)	Hide toolbar
Ctrl + Drag	Ignore snapping and alignment
Alt + H	Change height
Alt + W	Change width
Alt + X	Change X position
Alt + Y	Change Y position
Shift + ← / → arrows	Resize width
Shift + ↑ / ↓ arrows	Resize height
Ctrl + N	New crosstab
Delete	Remove
Ctrl + Enter	Fetch / define
Ctrl + 0-9	0 = Table 1 = Pie 2 = Column 3 = Bar 4 = Line 5 = Area 6 = Map 8 = Gauge 9 = Crosstab
Ctrl + I	Toggle explanation

GLOBAL CONTROLS	
Ctrl + O	Go to start / open
Ctrl + P	Print
Ctrl + R	Open criteria editor
Ctrl + S	Save
Ctrl + Shift + S	Save as
Alt + ←	Back
Alt + →	Forward
Ctrl + Scroll	Zoom in / out
Alt + 1	Zoom to 100%
Alt + 8	Fit to width
Alt + 9	Fit to height
Alt + 0	Fit to page
Alt + Enter / Esc	Fullscreen on / off
Alt + F4	Exit program
F1	Help
F2	Rename
F3	Toggle ribbon
F4	Toggle smartpad
F5	Refresh
F6	Source data (smartpad)
F7	Properties (smartpad)
F8	Calculations (smartpad)
F9	Criteria (smartpad)
F10	Toggle criteria bar
F11	Toggle object list
F12	Toggle consumer/ designer mode
Ctrl + Tab	Next Tab
Ctrl + Shift + Tab	Previous Tab

CROSSTAB	
Drag row / column divider	Resize all rows / columns
Ctrl + drag row / column divider	Resize row / column
Click + drag row / column divider	Undo resizing
+ (numeric keypad)	Expand hierarchy
- (numeric keypad)	Collapse hierarchy

DRILLING	
Click	Add/ remove single drill
Ctrl + Click	Add / remove additional drill
Shift + Click	Drill on range