

WorkExpo Shortcut Keys

- **[Ctrl]+[C]** copies the selected text onto the clipboard
- **[Ctrl]+[X]** cuts the selected text, and put it on the clipboard
- **[Ctrl]+[V]** pastes the clipboard contents
- **[Ctrl]+[Z]** undoes the last action

- **[Ctrl]+[+]** adds a new record
- **[Ctrl]+[-]** deletes the current record
- **[Shift]+[Enter]** saves the current record
- **[PgUp]** goes to the previous record
- **[PgDn]** goes to the next record

- **[Ctrl]+[;]** inserts the current date
- **[Ctrl]+[:]** inserts the current time
- **[Ctrl]+[']** inserts the value from the same field in the previous record

- **[F4]** opens a drop down box
- **[Tab]** sets focus to the next field
- **[Ctrl]+[Enter]** inserts a new line in multi-line controls

- **[Ctrl]+[F]** opens the Find dialog

- **[Shift]+[F2]** opens zoom box to edit the current field in its own, larger, dialog box
- **[Spacebar]** toggles the value of a check box or option button
- **[F7]** checks spelling
- **[Esc]** undoes changes to the current field or the current record (press [Esc] twice to undo both)