



AppleWorks 6

Quick Reference

FOR WINDOWS

AppleWorks Help

Step-by-step instructions and many more keyboard shortcuts are in AppleWorks Help.

Open AppleWorks Help in any of the following ways:

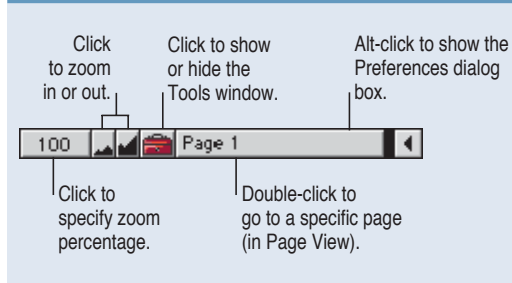
- Press F1.
- Choose AppleWorks Help from the Help menu.
- In a dialog box, click the “?” button (if available).



To get information (“tooltips”) about an item in the Button Bar or Tools window, let the pointer rest over the item.

Note: For the Button Bar, you can turn tooltips off and on in the Customize Button Bar dialog box.

View controls



Show/Hide window shortcuts

Show/Hide Accents	Ctrl + K
Show/Hide Button Bar	Shift + Ctrl + X
Show/Hide Clippings	Ctrl + 2
Show/Hide Links	Shift + Ctrl + M
Show/Hide Rulers	Shift + Ctrl + U
Show/Hide Starting Points	Ctrl + 1
Show/Hide Tools	Shift + Ctrl + T

General keyboard shortcuts

Close	Ctrl + W
Copy	Ctrl + C or Ctrl + Insert
Cut	Ctrl + X or Shift + Delete
Exit	Ctrl + Q or Alt + F4
Find/Change	Ctrl + F
Find Again (With the Find dialog box closed)	Ctrl + E
Help	F1
New (Opens a new word-processing document. Choose a different document type in the General Preferences dialog box.)	Ctrl + N
Open	Ctrl + O
Page View	Shift + Ctrl + P
Paste	Ctrl + V or Shift + Insert
Print	Ctrl + P
Save	Ctrl + S
Save As	Shift + Ctrl + S
Select All	Ctrl + A
Spelling: Check Document	Ctrl + = (equal sign)
Spelling: Check Selection	Shift + Ctrl + Y
Thesaurus	Shift + Ctrl + Z
Undo/Redo	Ctrl + Z or Alt + Backspace

Tools window

To open the Tools window, choose Show Tools from the Window menu or press Shift + Ctrl + T.

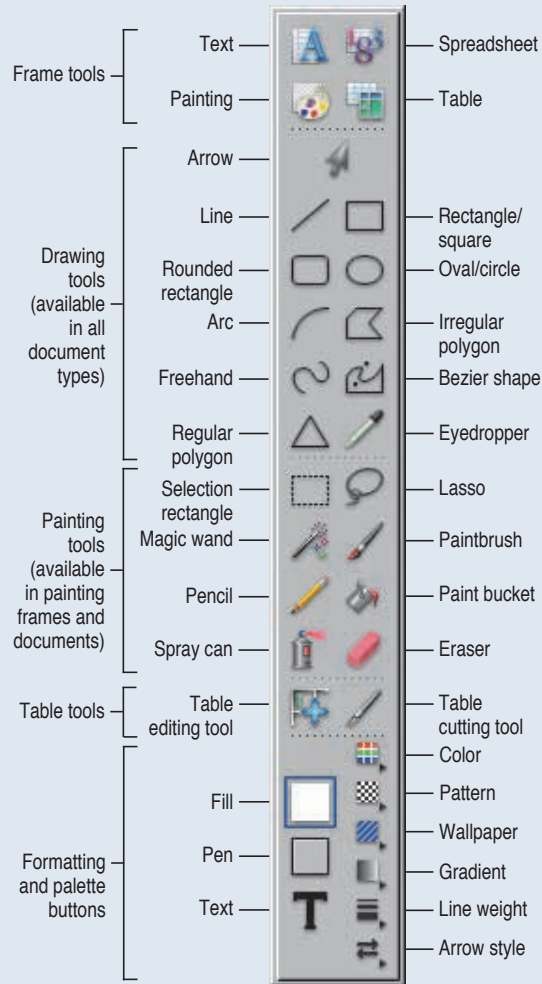


Table keyboard shortcuts

Action or command	Keyboard shortcut
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Insert table	Ctrl+Y
Insert cells (above selected row or to left of selected column)	Shift + Ctrl + I
Delete selected row or column	Shift + Ctrl + K
Merge selected cells	Ctrl + M
Subdivide selected cell or cells	Ctrl + J

Typing and moving around in a table

To move	Do this
To any cell	Click inside the cell. (Double-click if the table is not selected.)
One cell to the left	Press the Ctrl key and the Left Arrow key.
One cell to the right	Press the Ctrl key and the Right Arrow key.
One cell up	Press the Ctrl key and the Up Arrow key.
One cell down	Press the Ctrl key and the Down Arrow key.

Word processing

Shortcuts for selecting text

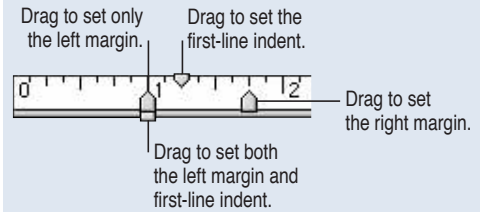
Word	Double-click word
Line	Click line three times
Paragraph	Click paragraph four times
From insertion point to beginning of paragraph	Shift + Ctrl + Up Arrow
From insertion point to end of paragraph	Shift + Ctrl + Down Arrow
Extend selection	Click one end of selection, then Shift + click the other
Extend selection a paragraph at a time	Click one end, then press Shift + Up Arrow or Shift + Down Arrow
Whole document	Ctrl + A

Entering special characters

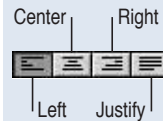
Nonbreaking space	Ctrl + Space bar
Line break (soft return)	Shift + Enter
Column break	Enter (keypad)
Page break	Ctrl + Enter
Section break	Shift + Ctrl + Enter

Text ruler controls

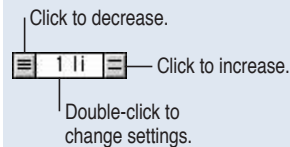
Paragraph margin



Paragraph alignment

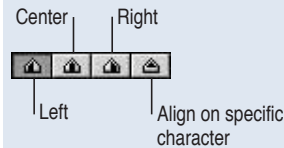


Line spacing

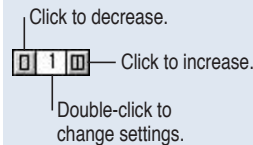


Tab markers

To set a tab, drag a tab marker to the text ruler.



Number of columns



Spreadsheet

Entry bar

Address of selected cell

Click to cancel entry.

Type data here.

Click to select or define a named range of cells.

Click to enter a function.

Click to accept entry.

Keyboard and mouse shortcuts	
Fill Down	Ctrl+D
Fill Right	Ctrl+R
Insert Cells	Shift+Ctrl+I
Make Chart	Ctrl+M
Modify a chart element	Double-click chart element
Sort	Ctrl+J

Navigation	
To accept current entry and	Press
Move one cell down	Enter or Down Arrow
Move one cell up	Shift+Enter or Up Arrow
Move one cell right	Tab or Right Arrow
Move one cell left	Shift+Tab or Left Arrow

Note: You can change some of these navigation techniques in the General Preferences dialog box.

Presentation

Controls window

Panel for creating master slides

Panel for organizing slides

Panel for creating slides

Panel for setting slide show options

Add a slide or folder.

Delete selected slide or folder.

Allow selected slide to print.

Show selected slide in slide show.

Prevent selected slide from printing.

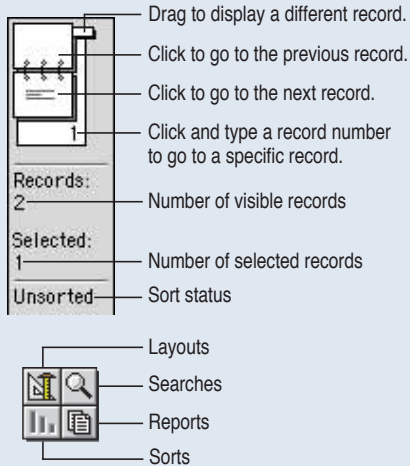
Hide selected slide in slide show.

Navigation in slide show mode	
Go to first slide	Home
Go to last slide	End
Go to next slide	Page Down or Tab
Return to previous slide	Page Up or Shift+Tab
Stop slide show	Esc, Q, or Ctrl+. (period)

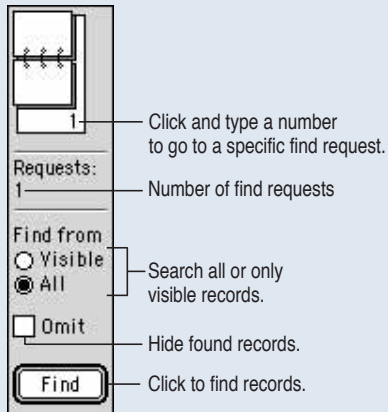
Database

Status panel

Browse and List modes



Find mode



Keyboard and mouse shortcuts

Activate a field	Tab, or click inside the field
Deselect all records	Ctrl + Enter
Find (create a find request)	Shift + Ctrl + F
Go to a record	Ctrl + Alt + G
New record	Ctrl + R
Select a record	Click the record outside a field
Select contiguous records	Click the first record, then Shift + click the last record
Select or deselect records individually	Ctrl + click

Navigation

Move to the next field	Tab
Move to the previous field	Shift + Tab

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