

ADOBE PAGEMAKER

Adobe page maker is a desktop publishing package that highly incorporates text and graphics to create a publication. Publication is any file created in DTP, in collection, texts and graphics are referred to as objects because once created they can be manipulated as single units i.e. they can be moved, positioned, resize, imported, exported etc. Adobe page maker can be used to design items such as cards, newsletter, brochures, banners, menus etc.

Other related DTPs

- ❖ Adobe photo shop
- ❖ Adobe premier
- ❖ Corel draw
- ❖ Ventura
- ❖ Adobe illustrator
- ❖ Ms. Publisher
- ❖ Harvard graphic

LOAD/OPEN ADOBE PAGEMAKER

Method 1

- Click start
- Point all program
- Point adobe
- Point page maker 7.0
- Click adobe page maker

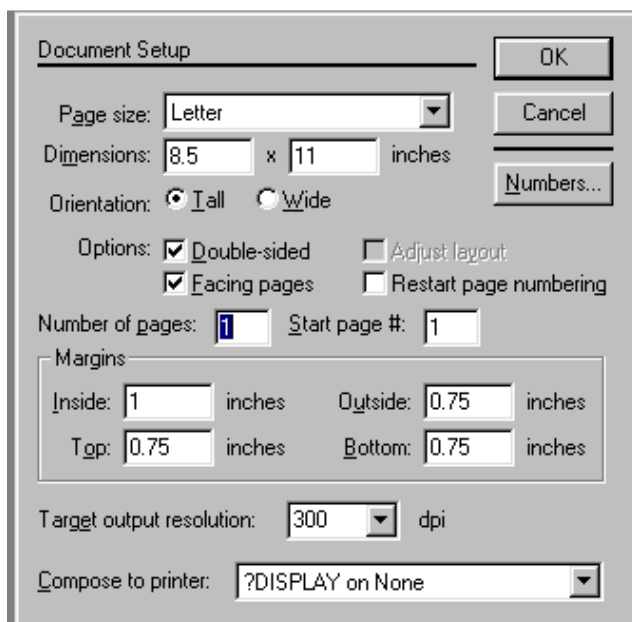
CREATE A NEW PUBLICATION

Method 1

- Click file menu
- Click new
- Set the document
- Click ok

Method 2

- Click new icon and adobe tool bar
- Set the document
- Click ok



Features applied in document setup

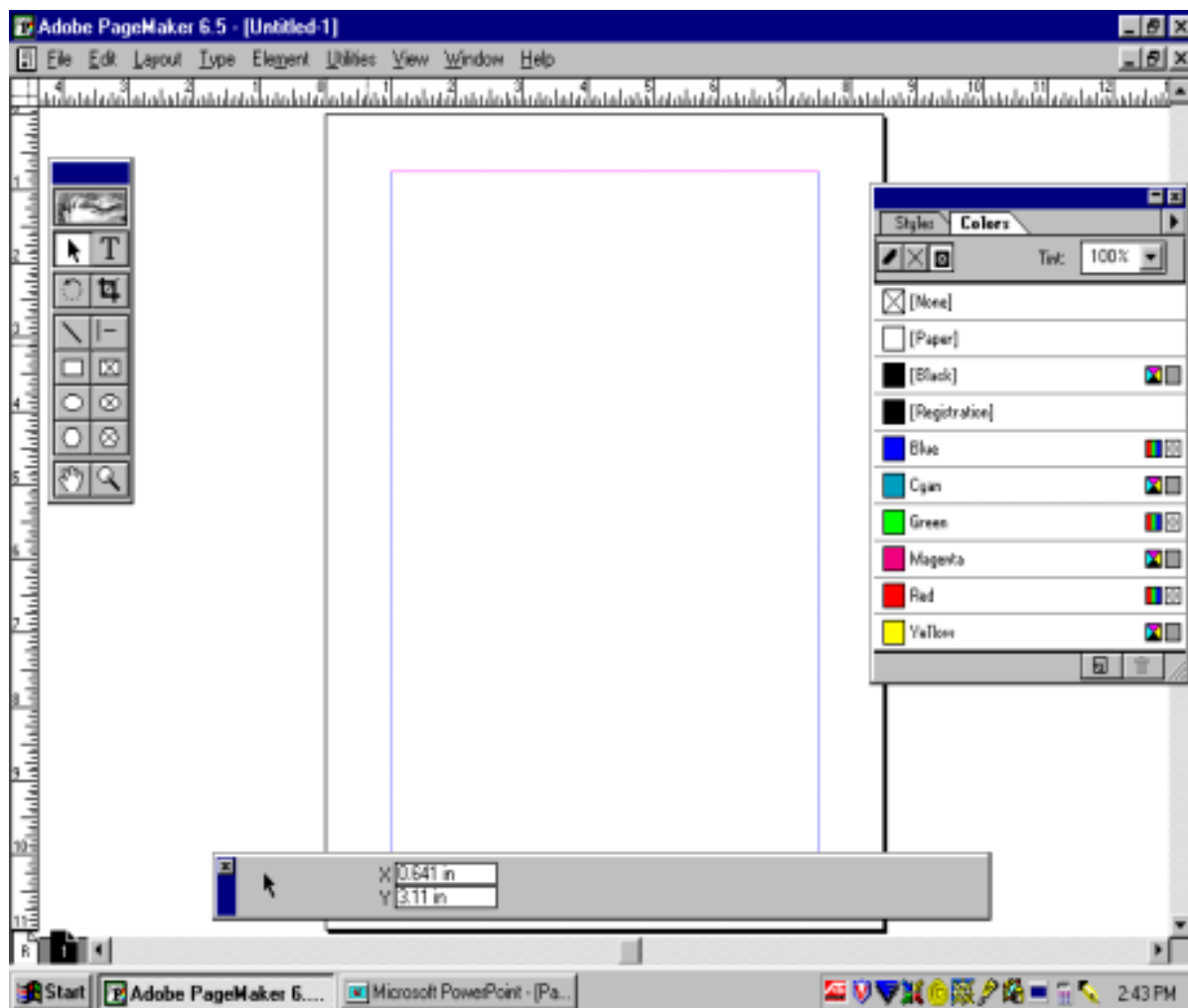
- The page size e.g. A1, A2, A3 etc.
- Orientation
- Margins
- Number of pages
- Double or single side of the page etc.

CHANGE DOCUMENT SETUP

Here already the document for the publication has been set with appropriate features and designing began, but the user wants to add or change some aspect.

Steps to change document set up

- Click file menu
- Click document setup
- Change appropriately
- Click ok



ADOBE PAGE MAKER TOOLS

To design in adobe PageMaker, it requires choice of different tools. The tools are got from the tool box which can be shown and also hidden.

To show the tool box

- Click window menu
- Click show tool

To hide the tool box

- Click window menu
- Click hide tool

Tools functions and application of the tools

1. select tool

- ✓ Select objects for particular aspects
- ✓ Reduces or increases objects for particular aspects
- ✓ Reduces or increases sizes of objects
- ✓ Moves and position object

Apply the select tool

Click the selected tool on the tool box to select

Point an object to and click to select it

Point an object press and drag to resize it

Point an object click and drag to move it

2. Text tool

- ✓ Allow the user to type direct into the page
- ✓ Allow user to create text blocks
- ✓ High lights the text for editing and formatting

Apply the text tool

- ✓ Type text direct
- ✓ Click the text tool on the tool box to select it
- ✓ Click on the page
- ✓ Type from the keyboard

Create a text box

Click the text tool on the tool box selected

Press and drag to draw imaginary frame

- **Highlight text**
- Click the text tool on the tool box
- Press and drag over the text
- Select the tool at the tool box
- Click at the beginning of text
- Press shift key
- Click at the end of text

3. Rotation tool

Rotates objects manually at different angles

Apply the rotation tool

- Select the object to rotate
- Click the rotation tool on the tool box
- Press and drag to rotate

4. Cropping tool

Crops imported objects. Cropping is reducing object by removing or cutting unwanted parts.

Apply the cropping tool

- Select the object to crop
- Click the tool on the tool box to select
- Click on border/ resize handle and hold LMB
- Drag inwards to crop the object size
- Drag outwards to un-crop the object.

5. Line tool

Draw lines

Draw using the line tool

- Click the line tool on the tool box to select
- Press and drag on the page to draw
- Edit and format accordingly

6. Straight line tool

Draws perpendicular or horizontal lines

Draw using the straight line tool

- Click the straight line tool on the tool box
- Press and drag on the page draw
- Edit and format accordingly

7. Rectangle frame tool

Draws rectangles and squares of different sizes

Draw using rectangle frame tool

- Click the rectangle frame tool
- Press and drag on the page to draw
- Edit and format accordingly

8. Hatched rectangle frame tool

Draws hatched rectangular and square shapes of different sizes

Draw using hatched rectangle frame tool

- Click the hatched rectangle frame tool
- Press and drag on the page draw
- Edit and format accordingly

Draw a perfect square (plain or hatched)

- Select rectangle frame tool
- Press and hold down the shift key
- Press and drag to draw the
- Release the LMB before releasing the shift key

Make round corners to a rectangle or square

- Select the rectangle or the square
- Click element menu
- Click rounded corner
- Select a style
- Click ok

9. Ellipses frame tool

Draws circular & oval shapes of different sizes

Draw using the ellipses frame tool

Click the ellipses frame tool

Press and drag on the page to draw

Edit and format accordingly

10. Hatched ellipses frame tool

Draws hatched ovals & circles of different sizes

Draw using hatched ellipse frame tool

- Click the H.E tool on the tool box to select
- Press and drag on the page to draw
- Edit and format accordingly.

Draw a perfect circle (plain or hatched)

- Click the ellipses tool on the tool box
- Press and hold down shift key
- Press and drag to draw then
- Release the LMB before releasing shift key

11. Polygon frame tool

Draws figures with between 3 and 100 sides.

Also used to draw stars from 1% to 100%

Draw using the polygon tool

- Click the polygon tool on the tool box
- Press and drag on the page to draw
- Edit and format accordingly

12. Hatched polygon frame tool

Draws hatched figures of any number of sides and even stars of at least three tips

Draw using the polygon tool

- Click the polygon tool on the tool box
- Press and drag on the page to draw
- edit and format accordingly

Draw any sided figure using polygon tool

- Draw the polygon frame
- Select the drawn polygon
- Click element menu
- Click polygon setting
- Indicate the number of sides
- Click ok

Draw any sided star using polygon tool

- Draw the polygon frame
- Select the drawn polygon
- Click element menu
- Click polygon setting
- Indicate the no. of sides
- Indicate the star inset percentage
- Click ok

HATCHED FRAMES

Hatched frames the ones once drawn will allow the user enter text into them immediately.

Hatched frame tools normally shown with two crossing cyan diagonals all enclosed figures have or even be made hatched.

Make a plain frame a hatched frame

- Select the plain frame on tool box
- Press and drag on the page to draw
- Select the drawn plain frame
- Click element menu
- Point frame
- Click change to frame

13. Hand/ move tool

Moves both the page and the paste board to different position while designing. It is the same as scrolling the page but precisely.

Apply the move tool

- Click the hand tool on the tool box to select
- Press and drag on the page appropriately

14. zoom tool

Magnifies specific areas of the publication especially when dealing with tiny or huge font or publication

Apply the zoom tool

- Click the zoom tool on the tool box to select

Select the (ms word) file with the needed text

Click open button

Click on the page to pour the text

Edit and format if need be

Save work

ADD PAGES TO PUBLICATION

Method 1

- Select the page from where to add more
- Click file menu
- Click document set up
- Indicate the number of pages
- Click ok

Method 2

- Select the page from where to add more
- Click layout menu
- Click insert
- Indicate the number of pages
- Choose after or before current page
- Click insert button

Method 3

- Right click the page from where to add more at the page bar
- Click insert pages
- Choose after or before current page
- Indicate number of pages
- Click insert button

Method 4

- Select the page from where to add more
- Press ctrl + shift + Alt +g

MASTER PAGES

Master page is reference page where all other pages in a publication should take root if the details for all other pages are constant.

Steps to set master pages

- Get new publication/ document
- Click window menu
- Click show master pages template

- Click the drop down list to top- right corner of the master pages palette
- Click new master pages
- Type a name of the new master page
- Apply desire margins, columns etc.
- Click ok

Steps to apply a new master page

- Select the master page in the palette
- Click the drop-down list at top right
- Corner of the master page palette
- Click apply
- Choose the name of the master page
- Indicate the page range
- Click apply

TRANSFORMATIONS

These are editing aspects applied on the objects in page maker. They are found in the control palette, they are three:

- Rotation
- Skewing
- Reflection

Rotation

Rotation tilts an object at an angle through some degree on fixed point.

Steps to rotation

- Select the object to rotate
- Type the degrees of rotation in control palette
- Press enter key

Skewing

This is stretching an object through a particular angle on a fixed point.

Steps to skewing

- Select the object to skew
- Type degrees of skewing at the control palette
- Press enter key

Reflection

It is creating an image of an original object by moving it along the x-axis or y-axis

Steps to reflection

- Select the object to reflect/ move
- Type the measurements of reflection at the control palette
- Press enter key

DELETING PAGES

Method 1

- Select the page from where to delete
- Click file menu
- Click document setup
- Indicate the number of pages
- Click ok

Method 2

- Select the page from where to add more
- Click layout menu
- Click remove pages
- Indicate the range of pages to delete
- Click ok

Method 3

- Select the page from where to delete
- Right click the status bar
- Click remove pages
- Indicate the range of pages to delete
- Click ok

SET COLUMNS ON A PAGE

Columns are vertical subdivisions of text, text presented in columns breaks the monotony of the continuous paragraphs to the reader. In page maker columns can be set automatically and thereafter adjusted manually.

Steps to set columns automatically.

- Open the page
- Click layout menu
- Click column guides
- Indicate the number of columns needed
- Indicate width between the columns
- Click ok

Steps to adjust columns manually

- Insert the columns using the above method
- Click a column line (with select tool)
- Press and drag to adjust appropriately

TO PAGE NUMBER A PUBLICATION

This is done to master page by adding a page number marker that will keep on tacking the page order in a publication and avoid incorrect numbering to each page.

Steps to insert page numbers in a publication

- Click the master icon
- Select text tool
- Click where to position the number
- Press ctrl + alt + p

FORMAT A FRAME IN PAGEMAKER

The term frame has already been defined. Format a frame refers to enhancing both the fill and stroke with decorative or appealing aspects. The fill may be enhanced with color pattern etc. the stroke may be enhanced with color, style, thickness etc.

Steps to format a frame

- Select the frame to format
- Click element menu
- Click fill and stroke
- Apply aspects for both fill and stroke
- Click ok

To apply pattern to a frame

- Select the frame to format
- Click element menu
- Point fill
- Click desired pattern

FORMAT TEXT IN PAGE MAKER

Formatting text is also enhancing text for better presentation, text can be given aspects such as color, font, size, type style, leading case, alignment, paragraph, drop cap, bullets etc.

It should be remembered these aspects will not follow the conventional menus as experienced in MS office, otherwise though differing the end result of formatting any text is the same.

Steps to format text with font

- Highlight the text
- Click type menu
- Point font
- Click desired font

Steps to format text with size

- Highlight the text
- Click type menu
- Point size
- Click desired size

Steps to format text with alignment

- Highlight the text
- Click type menu
- Point alignment
- Click desired alignment

ADOBE TABLE

Adobe table is a single or separate utility on its own but always comes together with adobe PageMaker. Though differently approached, most of its characteristics resemble those of a table as seen earlier in MS word table and MS excel work sheet. Adobe table may be inserted as an object or copied and pasted.

Steps to insert adobe table

- Open page maker and get the page
- Click edit menu
- Click insert menu
- Click adobe table
- Indicate no. of rows and columns the table height and width, gutters etc.
- Click ok
- Edit and format the table
- Close adobe table so as to import

Steps to open adobe table

- Click start button
- Point all programs
- Point adobe
- Click adobe table
- Indicate no of rows and columns the table height and width etc.

- Edit and format the table
- Save and close the table
- Copy and paste to PageMaker

Steps to format cells in adobe table

- Select the table
- Click format menu
- Click format cells
- Select appropriate aspects
- Click apply and ok

Steps to format text in adobe table

- Select the text
- Click format menu
- Click format text
- Apply appropriate aspects
- Click apply and ok

PAGEMAKER TEMPLATES

Templates are already designed formats for commonly or often used publication, for instance in adobe page maker we encounter ready publication such as cards, newsletters, banners etc. Though templates will help the user create a publication fast without straining they hinder innovation and creativity.

Steps to adobe PageMaker templates

- Open adobe page maker
- Click window menu
- Point plug in palettes
- Click show template palette
- Select a category of templates
- Click one of the templates
- Click create publication
- Select font family
- Click ok
- Edit and format appropriately
- Save the template.

PICTORIALS OF COMPUTER HARDWARE'S



COMPUTER KEYBOARD SHORTCUTS

Ctrl combination shortcut keys

Key	Description
Ctrl+PgDn	Switches between worksheet tabs, from left-to-right.
Ctrl+PgUp	Switches between worksheet tabs, from right-to-left.
Ctrl+Shift+&	Applies the outline border to the selected cells.
Ctrl+Shift+_	Removes the outline border from the selected cells.
Ctrl+Shift+~	Applies the General number format.
Ctrl+Shift+\$	Applies the Currency format with two decimal places (negative numbers in parentheses).
Ctrl+Shift+%	Applies the Percentage format with no decimal places.
Ctrl+Shift+^	Applies the Scientific number format with two decimal places.
Ctrl+Shift+#	Applies the Date format with the day, month, and year.
Ctrl+Shift+@	Applies the Time format with the hour and minute, and AM or PM.
Ctrl+Shift+!	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
Ctrl+Shift+*	Selects the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable, it selects the entire PivotTable report.
Ctrl+Shift+:	Enters the current time.
Ctrl+Shift+"	Copies the value from the cell above the active cell into the cell or the Formula Bar.

Ctrl+Shift+Plus (+)	Displays the Insert dialog box to insert blank cells.
Ctrl+Minus (-)	Displays the Delete dialog box to delete the selected cells.
Ctrl+;	Enters the current date.
Ctrl+`	Alternates between displaying cell values and displaying formulas in the worksheet.
Ctrl+'	Copies a formula from the cell above the active cell into the cell or the Formula Bar.
Ctrl+1	Displays the Format Cells dialog box.
Ctrl+2	Applies or removes bold formatting.
Ctrl+3	Applies or removes italic formatting.
Ctrl+4	Applies or removes underlining.
Ctrl+5	Applies or removes strikethrough.
Ctrl+6	Alternates between hiding and displaying objects.
Ctrl+8	Displays or hides the outline symbols.
Ctrl+9	Hides the selected rows.
Ctrl+0	Hides the selected columns.
Ctrl+A	Selects the entire worksheet. If the worksheet contains data, Ctrl+A selects the current region. Pressing Ctrl+A a second time selects the entire worksheet. When the insertion point is to the right of a function name in a formula, displays the Function Arguments dialog box. Ctrl+Shift+A inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.
Ctrl+B	Applies or removes bold formatting.
Ctrl+C	Copies the selected cells.
Ctrl+D	Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.
Ctrl+E	Adds more values to the active column by using data surrounding that column.
Ctrl+F	Displays the Find and Replace dialog box, with the Find tab selected. Shift+F5 also displays this tab, while Shift+F4 repeats the last Find action. Ctrl+Shift+F opens the Format Cells dialog box with the Font tab selected.
Ctrl+G	Displays the Go To dialog box. F5 also displays this dialog box.
Ctrl+H	Displays the Find and Replace dialog box, with the Replace tab selected.
Ctrl+I	Applies or removes italic formatting.
Ctrl+K	Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks.
Ctrl+L	Displays the Create Table dialog box.
Ctrl+N	Creates a new, blank workbook.
Ctrl+O	Displays the Open dialog box to open or find a file. Ctrl+Shift+O selects all cells that contain comments.
Ctrl+P	Displays the Print tab in Microsoft Office Backstage view. Ctrl+Shift+P opens the Format Cells dialog box with the Font tab selected.
Ctrl+Q	Displays the Quick Analysis options for your data when you have cells that contain that data selected.
Ctrl+R	Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.

Ctrl+S	Saves the active file with its current file name, location, and file format.
Ctrl+T	Displays the Create Table dialog box.
Ctrl+U	Applies or removes underlining. Ctrl+Shift+U switches between expanding and collapsing of the formula bar.
Ctrl+V	Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you have cut or copied an object, text, or cell contents. Ctrl+Alt+V displays the Paste Special dialog box. Available only after you have cut or copied an object, text, or cell contents on a worksheet or in another program.
Ctrl+W	Closes the selected workbook window.
Ctrl+X	Cuts the selected cells.
Ctrl+Y	Repeats the last command or action, if possible.
Ctrl+Z	Uses the Undo command to reverse the last command or to delete the last entry that you typed.

Tip: The Ctrl combinations Ctrl+J and Ctrl+M are currently unassigned shortcuts.

Function keys

Key	Description
F1	Displays the Excel Help task pane. Ctrl+F1 displays or hides the ribbon. Alt+F1 creates an embedded chart of the data in the current range. Alt+Shift+F1 inserts a new worksheet.
F2	Edits the active cell and positions the insertion point at the end of the cell contents. It also moves the insertion point into the Formula Bar when editing in a cell is turned off. Shift+F2 adds or edits a cell comment. Ctrl+F2 displays the print preview area on the Print tab in the Backstage view.
F3	Displays the Paste Name dialog box. Available only if names have been defined in the workbook (Formulas tab, Defined Names group, Define Name). Shift+F3 displays the Insert Function dialog box.
F4	Repeats the last command or action, if possible. When a cell reference or range is selected in a formula, F4 cycles through all the various combinations of absolute and relative references. Ctrl+F4 closes the selected workbook window. Alt+F4 closes Excel.
F5	Displays the Go To dialog box. Ctrl+F5 restores the window size of the selected workbook window.
F6	Switches between the worksheet, ribbon, task pane, and Zoom controls. In a worksheet that has been split (View menu, Manage This Window , Freeze Panes , Split Window command), F6 includes the split panes when switching between panes and the ribbon area. Shift+F6 switches between the worksheet, Zoom controls, task pane, and ribbon. Ctrl+F6 switches to the next workbook window when more than one workbook window is open.
F7	Displays the Spelling dialog box to check spelling in the active worksheet or selected range. Ctrl+F7 performs the Move command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press Enter, or Esc to cancel.
F8	Turns extend mode on or off. In extend mode, Extended Selection appears in the status line, and the arrow keys extend the selection.

	<p>Shift+F8 enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys.</p> <p>Ctrl+F8 performs the Size command (on the Control menu for the workbook window) when a workbook is not maximized.</p> <p>Alt+F8 displays the Macro dialog box to create, run, edit, or delete a macro.</p>
F9	<p>Calculates all worksheets in all open workbooks.</p> <p>Shift+F9 calculates the active worksheet.</p> <p>Ctrl+Alt+F9 calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.</p> <p>Ctrl+Alt+Shift+F9 rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.</p> <p>Ctrl+F9 minimizes a workbook window to an icon.</p>
F10	<p>Turns key tips on or off. (Pressing Alt does the same thing.)</p> <p>Shift+F10 displays the shortcut menu for a selected item.</p> <p>Alt+Shift+F10 displays the menu or message for an Error Checking button.</p> <p>Ctrl+F10 maximizes or restores the selected workbook window.</p>
F11	<p>Creates a chart of the data in the current range in a separate Chart sheet.</p> <p>Shift+F11 inserts a new worksheet.</p> <p>Alt+F11 opens the Microsoft Visual Basic For Applications Editor, in which you can create a macro by using Visual Basic for Applications (VBA).</p>
F12	Displays the Save As dialog box.

Other useful shortcut keys

Key	Description
Alt	<p>Displays the Key Tips (new shortcuts) on the ribbon.</p> <p>For example,</p> <p>Alt, W, P switches the worksheet to Page Layout view.</p> <p>Alt, W, L switches the worksheet to Normal view.</p> <p>Alt, W, I switches the worksheet to Page Break Preview view.</p>
Arrow Keys	<p>Move one cell up, down, left, or right in a worksheet.</p> <p>Ctrl+Arrow Key moves to the edge of the current data region in a worksheet.</p> <p>Shift+Arrow Key extends the selection of cells by one cell.</p> <p>Ctrl+Shift+Arrow Key extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell.</p> <p>Left Arrow or Right Arrow selects the tab to the left or right when the ribbon is selected. When a submenu is open or selected, these arrow keys switch between the main menu and the submenu. When a ribbon tab is selected, these keys navigate the tab buttons.</p> <p>Down Arrow or Up Arrow selects the next or previous command when a menu or submenu is open. When a ribbon tab is selected, these keys navigate up or down the tab group.</p> <p>In a dialog box, arrow keys move between options in an open drop-down list, or between options in a group of options.</p> <p>Down Arrow or Alt+Down Arrow opens a selected drop-down list.</p>
Backspace	<p>Deletes one character to the left in the Formula Bar.</p> <p>Also clears the content of the active cell.</p> <p>In cell editing mode, it deletes the character to the left of the insertion point.</p>
Delete	<p>Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments.</p> <p>In cell editing mode, it deletes the character to the right of the insertion point.</p>
End	End turns End mode on or off. In End mode, you can press an arrow key to move to the next nonblank cell in the same column or row as the active cell. End mode

	<p>turns off automatically after pressing the arrow key. Make sure to press End again before pressing the next arrow key. End mode is shown in the status bar when it is on.</p> <p>If the cells are blank, pressing End followed by an arrow key moves to the last cell in the row or column.</p> <p>End also selects the last command on the menu when a menu or submenu is visible.</p> <p>Ctrl+End moves to the last cell on a worksheet, to the lowest used row of the rightmost used column. If the cursor is in the formula bar, Ctrl+End moves the cursor to the end of the text.</p> <p>Ctrl+Shift+End extends the selection of cells to the last used cell on the worksheet (lower-right corner). If the cursor is in the formula bar, Ctrl+Shift+End selects all text in the formula bar from the cursor position to the end—this does not affect the height of the formula bar.</p>
Enter	<p>Completes a cell entry from the cell or the Formula Bar, and selects the cell below (by default).</p> <p>In a data form, it moves to the first field in the next record.</p> <p>Opens a selected menu (press F10 to activate the menu bar) or performs the action for a selected command.</p> <p>In a dialog box, it performs the action for the default command button in the dialog box (the button with the bold outline, often the OK button).</p> <p>Alt+Enter starts a new line in the same cell.</p> <p>Ctrl+Enter fills the selected cell range with the current entry.</p> <p>Shift+Enter completes a cell entry and selects the cell above.</p>
Esc	<p>Cancels an entry in the cell or Formula Bar.</p> <p>Closes an open menu or submenu, dialog box, or message window.</p> <p>It also closes full screen mode when this mode has been applied, and returns to normal screen mode to display the ribbon and status bar again.</p>
Home	<p>Moves to the beginning of a row in a worksheet.</p> <p>Moves to the cell in the upper-left corner of the window when Scroll Lock is turned on.</p> <p>Selects the first command on the menu when a menu or submenu is visible.</p> <p>Ctrl+Home moves to the beginning of a worksheet.</p> <p>Ctrl+Shift+Home extends the selection of cells to the beginning of the worksheet.</p>
Page Down	<p>Moves one screen down in a worksheet.</p> <p>Alt+Page Down moves one screen to the right in a worksheet.</p> <p>Ctrl+Page Down moves to the next sheet in a workbook.</p> <p>Ctrl+Shift+Page Down selects the current and next sheet in a workbook.</p>
Page Up	<p>Moves one screen up in a worksheet.</p> <p>Alt+Page Up moves one screen to the left in a worksheet.</p> <p>Ctrl+Page Up moves to the previous sheet in a workbook.</p> <p>Ctrl+Shift+Page Up selects the current and previous sheet in a workbook.</p>
Spacebar	<p>In a dialog box, performs the action for the selected button, or selects or clears a check box.</p> <p>Ctrl+Spacebar selects an entire column in a worksheet.</p> <p>Shift+Spacebar selects an entire row in a worksheet.</p> <p>Ctrl+Shift+Spacebar selects the entire worksheet.</p> <ul style="list-style-type: none"> If the worksheet contains data, Ctrl+Shift+Spacebar selects the current region. Pressing Ctrl+Shift+Spacebar a second time selects the current region and its summary rows. Pressing Ctrl+Shift+Spacebar a third time selects the entire worksheet.

	<ul style="list-style-type: none"> When an object is selected, Ctrl+Shift+Spacebar selects all objects on a worksheet. <p>Alt+Spacebar displays the Control menu for the Excel window.</p>
Tab	<p>Moves one cell to the right in a worksheet.</p> <p>Moves between unlocked cells in a protected worksheet.</p> <p>Moves to the next option or option group in a dialog box.</p> <p>Shift+Tab moves to the previous cell in a worksheet or the previous option in a dialog box.</p> <p>Ctrl+Tab switches to the next tab in dialog box.</p> <p>Ctrl+Shift+Tab switches to the previous tab in a dialog box.</p>