**96 Shortcuts for InPage (Windows) [Edit]**

Platform: **win** [add] Export as: PDF, Spreadsheet

Related: InPage Index, Desktop Publishing Shortcuts Word Printer-friendly

Processing Shortcuts, Windows Shortcuts

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12. **To move cursor**

Arrow Left / Arrow Right : Go one character left / one character right

Ctrl +Arrow Left : Go one Word left

Ctrl +Arrow Right : One word right

Arrow Up : To go upper or previous line

Arrow Down : To go next line

Alt +Arrow Up : To move previous text to the beginning of the box

Alt +Arrow Down : To move to the next text box

Ctrl +Arrow Up : To go to the beginning of the current or the previous paragraph

Ctrl +Arrow Down : To go to the beginning of the next paragraph

Home : To go to the beginning of the line

End : To go to the end of the line

Ctrl +Home : To go to the beginning of the text

Ctrl +End : To go to the end of the text

Double Click : To select one word

Tripple Click : To select complete paragraph

1. **For Editing**

Ctrl +Space : To switch between English and Urdu mode

Back Space : To Delete previous character

Ctrl+ Back Space : To Delete Previous word

Delete : To delete next word

Ctrl +Delete : To delete next character

Ctrl +X : To cut selected text

Ctrl +C : To copy selected text

Ctrl +V : To paste text

Ctrl+ Z, Alt + Back space : To undo last action

Ctrl +A : To select all text

Ctrl +F : To find text

Ctrl +R : To replace text

1. **For formatting**

Ctrl +B : To bold the selected text

Ctrl +I : To italic the selected text

Ctrl +Alt +L : To align text left side

Ctrl +Alt +R : To align text right side

Ctrl +Alt +J : To align text from both sides

Ctrl +Alt +F : To force align from both sides

Ctrl +Alt +T : To switch between text and tab mode

Ctrl +T : To make style sheets

Ctrl +H : To open dialog box of character

Ctrl +G : To open dialog box of paragraph

Ctrl+F5 : To increase space between selected text

Ctrl+F6 : To decrease space between selected text

Ctrl+F7 : To move upward baseline of selected text

Ctrl+F8 : To move downward baseline of selected text

Ctrl+F9 : To decrease font size of selected text

Ctrl+F10 : To increase font text of selected text

1. **For Page Movement**

Page Up : To go one screen upward

Page Down : To go down one screen

Ctrl +Page Up : To go one screen left

Ctrl +Page Down : To go one screen right

Shift +Page Up : To move screen up one line

Ctrl +Shift +Page Up : To move screen left one line

Ctrl +Shift +Page Down : To move screen left one line

1. **For Page Change**

Alt +Page Up : To go to previous of text

Alt +Page Down : To go to next page of text

Alt +Home : To go the first page of the text

Alt +End : To go the last page of the text

Alt +Enter : To switch between master page and document

1. **Page Editing**

Alt +Delete : To delete pages

Alt +Insert : To insert pages

1. **For Editing of Objects**

Ctrl +A : To select all objects

Shift+ Mouse Click : To select or deselect objects

Delete : To delete Selected objects

Ctrl +X : To cut selected objects

Ctrl +C : To copy selected objects

Ctrl +V : To paste objects

Ctrl +Z : To undo last action

Arrow Keys : To move selected Objects

Ctrl +Arrow Keys : To move selected objects slowly

1. **To Change Picture**

Arrow Keys : To move picture

Ctrl +Arrow Keys : To move selected objects to least distance

Delete : To delete selected objects

Ctrl +X : To cut the selected objects

Ctrl +C : To copy selected objects

Ctrl +V : To paste selected Objects

1. **For changing zoom or view**

F5 : To fit text in document window

F6 : To view 50% zoom of text

F7 : To view 100% Zoom of text

F8 : To view 200% zoom of text

1. **For File Releated**

Ctrl +N : For new document

Ctrl +O : To open document

Ctrl +S : To save document

Ctrl +Alt +S : To save as open document

Ctrl +P : To print Document

Ctrl +Alt +P : To open dialog box of pint setup

Ctrl+F4 : To close document

Alt+F4 : To quit application after closing document

Ctrl +Y : To import text or picture

Ctrl +Alt +Y : To export text or picture

Double click on picture box : To import picture

1. **For Tools Selection**

Shift+F2 : To select textbox tool

Shift+F3 : To select title text box tool

Shift+F4 : To select link text box tool

Shift+F5 : To select picture box tool

Shift+F6 : To select round picture box tool

Shift+F7 : To select curved picture box tool

Shift+F9 : To select graphics box tool

Shift+F10 : To select round graphics box tool

Shift+F11 : To select round edges graphics box tool

Shift+F12 : To select line tool