

| <b>Menu</b>   | <b>Shortcut</b>               | <b>Action</b>                         |
|---------------|-------------------------------|---------------------------------------|
| <b>File</b>   | <b>Ctrl-O</b>                 | <b>Open File</b>                      |
| <b>File</b>   | <b>Ctrl-N</b>                 | <b>New File</b>                       |
| <b>File</b>   | <b>Ctrl-S</b>                 | <b>Save File</b>                      |
| <b>File</b>   | <b>Ctrl-W</b>                 | <b>Close Current Document</b>         |
| <b>Edit</b>   | <b>Ctrl-C</b>                 | <b>Copy</b>                           |
| <b>Edit</b>   | <b>Ctrl-Shift-T</b>           | <b>Copy current line to clipboard</b> |
| <b>Edit</b>   | <b>Ctrl-X</b>                 | <b>Cut</b>                            |
| <b>Edit</b>   | <b>Ctrl-V</b>                 | <b>Paste</b>                          |
| <b>Edit</b>   | <b>Ctrl-Z</b>                 | <b>Undo</b>                           |
| <b>Edit</b>   | <b>Ctrl-Y</b>                 | <b>Redo</b>                           |
| <b>Edit</b>   | <b>Ctrl-A</b>                 | <b>Select All</b>                     |
| <b>Edit</b>   | <b>Alt-Shift-Arrow keys</b>   | <b>Column Mode Select</b>             |
| <b>Edit</b>   | <b>Alt + Left mouse click</b> | <b>Column Mode Select</b>             |
| <b>Edit</b>   | <b>Ctrl-D</b>                 | <b>Duplicate Current Line</b>         |
| <b>Edit</b>   | <b>Ctrl-Shift-Up</b>          | <b>Move Current Line, Up</b>          |
| <b>Edit</b>   | <b>Ctrl-Shift-Down</b>        | <b>Move Current Line, Down</b>        |
| <b>Edit</b>   | <b>Ctrl-J</b>                 | <b>Join Lines</b>                     |
| <b>Edit</b>   | <b>Ctrl-Q</b>                 | <b>Block comment/uncomment</b>        |
| <b>Edit</b>   | <b>Ctrl-U</b>                 | <b>Convert to lower case</b>          |
| <b>Edit</b>   | <b>Ctrl-Shift-U</b>           | <b>Convert to UPPER CASE</b>          |
| <b>Edit</b>   | <b>Ctrl-Enter</b>             | <b>Launch Word Completion ListBox</b> |
| <b>Search</b> | <b>Ctrl-F</b>                 | <b>Launch Find Dialog</b>             |
| <b>Search</b> | <b>Ctrl-H</b>                 | <b>Launch Find / Replace Dialog</b>   |
| <b>Search</b> | <b>F3</b>                     | <b>Find Next</b>                      |
| <b>Search</b> | <b>Shift-F3</b>               | <b>Find Previous</b>                  |
| <b>Search</b> | <b>Ctrl-Shift-I</b>           | <b>Incremental Search</b>             |
| <b>Search</b> | <b>Ctrl-F2</b>                | <b>Toggle Bookmark</b>                |
| <b>Search</b> | <b>F2</b>                     | <b>Go To Next Bookmark</b>            |
| <b>Search</b> | <b>Shift-F2</b>               | <b>Go To Previous Bookmark</b>        |
| <b>View</b>   | <b>F11</b>                    | <b>Toggle Full Screen Mode</b>        |
| <b>View</b>   | <b>Alt-0</b>                  | <b>Fold All</b>                       |
| <b>Run</b>    | <b>F5</b>                     | <b>Launch Run Dialog</b>              |
| <b>Macro</b>  | <b>Ctrl-Shift-P</b>           | <b>Playback a recorded macro</b>      |