Generic	Must Know	Menu	Shortcut	Action
1	1	**File**	**Ctrl-O**	**Open File**
1	1	**File**	**Ctrl-N**	**New File**
1	1	**File**	**Ctrl-S**	**Save File**
1		File	Ctrl-Alt-S	Save As
1		**File**	**Ctrl-Shift-S**	**Save All**
1		File	Ctrl-P	Print
1		File	Alt-F4	Exit
1		**File**	**Ctrl-Tab**	**Next Document**
1		**File**	**Ctrl-Shift-Tab**	**Previous Document**
1	1	**File**	**Ctrl-W**	**Close Current Document**
1	1	**Edit**	**Ctrl-C**	**Copy**
1		Edit	Ctrl-Insert	Copy
1	1	**Edit**	**Ctrl-Shift-T**	**Copy current line to clipboard**
1	1	**Edit**	**Ctrl-X**	**Cut**
1		Edit	Shift-Delete	Cut
1	1	**Edit**	**Ctrl-V**	**Paste**
1		Edit	Shift-Insert	Paste
1	1	**Edit**	**Ctrl-Z**	**Undo**
1		Edit	Alt-Backspace	Undo
1	1	**Edit**	**Ctrl-Y**	**Redo**
1	1	**Edit**	**Ctrl-A**	**Select All**
	1	**Edit**	**Alt-Shift-Arrow keys**	**Column Mode Select**
	1	**Edit**	**Alt + Left mouse click**	**Column Mode Select**
		Edit	Ctrl + Left mouse click	Start new selected area
		Edit	ALT-C	Column Editor
	1	**Edit**	**Ctrl-D**	**Duplicate Current Line**
		Edit	Ctrl-T	Toggle
	1	**Edit**	**Ctrl-Shift-Up**	**Move Current Line, Up**
	1	**Edit**	**Ctrl-Shift-Down**	**Move Current Line, Down**
		Edit	**Ctrl-L**	**Delete Current Line**
		Edit	Ctrl-I	Split Lines
	1	**Edit**	**Ctrl-J**	**Join Lines**
		Edit	Ctrl-G	Launch GoToLine Dialog
	1	**Edit**	**Ctrl-Q**	**Block comment/uncomment**
		Edit	Ctrl-Shift-Q	Stream comment
		Edit	Shift-Tab	Remove Tabulation or Space
		Edit	Ctrl-BackSpace	Delete to start of word
		Edit	Ctrl-Delete	Delete to end of word
		Edit	Ctrl-Shift-BackSpace	Delete to start of line
		Edit	Ctrl-Shift-Delete	Delete to end of line
	1	**Edit**	**Ctrl-U**	**Convert to lower case**
	1	**Edit**	**Ctrl-Shift-U**	**Convert to UPPER CASE**
		Edit	Ctrl-B	Go to matching brace
		Edit	Ctrl-Space	Launch CallTip ListBox
		Edit	Ctrl-Shift-Space	Launch Function Completion ListBox

	1	**Edit**	**Ctrl-Enter**	**Launch Word Completion ListBox**
		Edit	Ctrl-Alt-R	Text Direction RTL
		Edit	Ctrl-Alt-L	Text Direction LTR
		Edit	Enter	Split line downwards, or create new line
		Edit	Shift-Enter	Split line downwards, or create new line
1	1	**Search**	**Ctrl-F**	**Launch Find Dialog**
1	1	**Search**	**Ctrl-H**	**Launch Find / Replace Dialog**
1	1	**Search**	**F3**	**Find Next**
1	1	**Search**	**Shift-F3**	**Find Previous**
		Search	Ctrl-Shift-F	Find in Files
		Search	F7	Switch to Search results window
		Search	Ctrl-Alt-F3	Find (volatile) Next
		Search	Ctrl-Alt-Shift-F3	Find (volatile) Previous
		Search	Ctrl-F3	Select and Find Next
		Search	Ctrl-Shift-F3	Select and Find Previous
		Search	F4	Go to next found
		Search	Shift-F4	Go to previous found
	1	**Search**	**Ctrl-Shift-I**	**Incremental Search**
		Search	Ctrl- (0 to 5)	Jump Down (0 is default)
		Search	Ctrl-Shift- (0 to 5)	Jump Up (0 is defualt)
	1	**Search**	**Ctrl-F2**	**Toggle Bookmark**
	1	**Search**	**F2**	**Go To Next Bookmark**
	1	**Search**	**Shift-F2**	**Go To Previous Bookmark**
		View	Ctrl-(Keypad-/Keypad+)	or Ctrl + mouse wheel
		View	Ctrl-Keypad/	Restore the original size from zoom
1		View	F11	Toggle Full Screen Mode
		View	F12	Toggle Post-It Mode
		View	Ctrl-Alt-F	Collapse the Current Level
		View	Ctrl-Alt-Shift-F	Uncollapse the Current Level
	1	**View**	**Alt-0**	**Fold All**
		View	Alt-(1~8)	Collapse the Level (1~8)
		View	Alt-Shift-0	Unfold All
		View	Alt-Shift-(1~8)	Uncollapse the Level (1~8)
	1	**Run**	**F5**	**Launch Run Dialog**
	1	**Macro**	**Ctrl-Shift-P**	**Playback a recorded macro**