

Sound Explorers Audio Archive: Keyboard Shortcuts

Keyboard shortcuts for use within a grid

Advanced editing keyboard shortcuts for grids	
Key or key combination	Description
F4	If the current cell is a drop-down list cell, puts the cell into edit mode and drops down (or sometimes pops up) the list. If the current cell is a date picker cell (currently only Event.Date and Newsletter.Date), puts the cell into edit mode and displays the calendar.
ALT+UP/DOWN ARROW	Same as F4.
SPACE	If the current cell is a check box cell (currently only Set.IsPublic), changes the check state.
CTRL+DELETE	Deletes any selected rows.

Other special keyboard shortcuts for grids	
Key or key combination	Description
F6	If the editor window contains two grids (a parent grid and a child grid), switches focus from the currently focused grid to the other grid.
CTRL+L	If the current cell is a link cell and is not in edit mode, opens the link in the default web browser.
MENU (on keyboards that have this key)	If the current cell is not in edit mode, shows the row context menu (popup menu). If a text cell is in edit mode, shows the text cell edit context menu.
SHIFT+F10	Same as MENU. Works on any keyboard.

The following should be the same as the corresponding Excel keyboard shortcuts, where applicable.

Basic navigation and editing keys for grids	
Key or key combination	Description
F2	Puts the current cell into cell edit mode.
ENTER	Commits any changes to the current cell and row and moves the focus to the cell directly below the current cell.
ESC	If the grid is in edit mode, cancels the edit.
CTRL+ENTER	Commits any changes without moving the focus.
TAB	Commits any changes to the current cell and moves the focus to the next cell in the current row. If the focus is already in the last cell of the row, moves the focus to the first cell in the next row. If the focus is in the last cell in the control, moves the focus to the child grid if a parent grid is focused, otherwise does nothing.
SHIFT+TAB	Commits any changes to the current cell and moves the focus to the previous cell in the current row. If the focus is already in the first cell of the row, moves the focus to the last cell in the previous row. If the focus is in the first cell in the control, moves the focus to the child grid if a parent grid is focused, otherwise does nothing.
DOWN ARROW	Unless the cell is in edit mode and the key is used by the cell editor (date picker or drop-down list), commits any changes to the current cell and moves the focus to the cell directly below the current cell. If the focus is in the last row, does nothing.
LEFT ARROW	Unless the cell is in edit mode and the key is used by the cell editor (date picker or free text), commits any changes to the current cell and moves the focus to the previous cell in the row. If the focus is in the first cell in the row, does nothing.

Sound Explorers Audio Archive: Keyboard Shortcuts

RIGHT ARROW	Unless the cell is in edit mode and the key is used by the cell editor (date picker or free text), commits any changes to the current cell and moves the focus to the next cell in the row. If the focus is in the last cell in the row, does nothing.
UP ARROW	Unless the cell is in edit mode and the key is used by the cell editor (date picker or drop-down list), commits any changes to the current cell and moves the focus to the cell directly above the current cell. If the focus is in the first row, does nothing.
HOME	Unless the cell is in edit mode and the key is used by the cell editor (date picker or free text), the focus to the first cell in the current row.
END	Unless the cell is in edit mode and the key is used by the cell editor (date picker or free text), the focus to the last cell in the current row.
PAGE DOWN	Except when a date picker or free text cell is in edit mode, commits any changes to the current cell and scrolls the grid downward by the number of rows that are fully displayed. Moves the focus to the last fully displayed row without changing columns.
PAGE UP	Except when a date picker or free text cell is in edit mode, commits any changes to the current cell and scrolls the grid upward by the number of rows that are fully displayed. Moves focus to the first displayed row without changing columns.
CTRL+ARROW	Unless the cell is in edit mode and the corresponding arrow key is used by the cell editor, commits any changes to the current cell and moves the focus to the farthest cell in the direction of the arrow.
CTRL+HOME	Unless the cell is in edit mode and the key is used by the cell editor (date picker), commits any changes to the current cell and moves the focus to the first cell in the grid.
CTRL+END	Unless the cell is in edit mode and the key is used by the cell editor (date picker), commits any changes to the current cell and moves the focus to the last cell in the grid.

Selection keys for grids	
Key or key combination	Description
SHIFT+navigation key (arrow key, PAGE UP/DOWN, HOME, END)	Extends selection
SHIFT+SPACE	Selects the full row (the same as clicking the row or header).
Navigation key (UP/DOWN ARROW, PAGE UP/DOWN, HOME, END)	If a full row is selected, changing the current cell to a new row moves the selection to the full new row.

Keyboard shortcuts for use within a drop-down list cell

These work once a drop-down list cell is in edit mode.

Dropdown list keys	
Key or key combination	Description
Any single character	Selects the first or next item, if any, that starts with that character.
UP/DOWN ARROW	Selects the next/previous item, if any.
F4, ALT+UP ARROW, ALT+DOWN ARROW	Drops down/retracts the list.

Sound Explorers Audio Archive: Keyboard Shortcuts

Keyboard shortcuts for use within a date picker cell

These work once a date picker cell (currently only Event.Date and Newsletter.Date) is in edit mode.

Date picker keys	
Key or key combination	Description
F4, ALT+UP ARROW, ALT+DOWN ARROW	Displays/retracts the calendar.
LEFT ARROW	When the calendar is retracted, moves the focus to the previous or last field (day, month or year). When the calendar is displayed, goes back a day.
RIGHT ARROW	When the calendar is retracted, moves the focus to the next or first field (day, month or year). When the calendar is displayed, goes forward a day.
CTRL+LEFT ARROW	When the calendar is retracted, moves the focus to the previous or last field (day, month or year). When the calendar is displayed, goes back a month.
CTRL+RIGHT ARROW	When the calendar is retracted, moves the focus to the next or first field (day, month or year). When the calendar is displayed, goes forward a month.
UP ARROW	When the calendar is retracted, selects the next/first day, month or year. When the calendar is displayed, goes back a week.
DOWN ARROW	When the calendar is retracted, selects the previous/last day, month or year. When the calendar is displayed, goes forward a week.
HOME	When the calendar is retracted, selects the earliest day, month or year. When the calendar is displayed, selects the first day of the current month.
END	When the calendar is retracted, selects the latest day, month or year. When the calendar is displayed, selects the last day of the current month.
CTRL+HOME	When the calendar is retracted, selects <i>today's</i> day, month or year. When the calendar is displayed, goes to the last Monday of the previous month.
CTRL+END	When the calendar is retracted, selects the earliest day, month or year. When the calendar is displayed, goes to the first Sunday of the next month.

Other keyboard shortcuts

Other application keyboard shortcuts are shown in main menu and context menu items, and in tooltips shown when the mouse is hovered over toolbar buttons.