Shortcut Keys

Function Keys

F1	Displays help on a keyword or (Help > Microsoft Visual Basic for Applications Help).
F2	Displays the (View > Object Browser) window.
F3	Finds the next occurrence of the last word you searched for using (Ctrl + F).
F4	Displays the (View > Properties Window) if it is not displayed.
F5	Runs the current procedure or continues if in **Debug Mode**.
F6	Switches focus between the two code windows when using (Window > Split).
F7	Displays the (View > Code) window. Can also be used to display the corresponding userform code module when a Userform is active.
F8	Step into code line by line. Can be used to startd debugging subroutines that require no arguments.
F9	Inserts or toggles a breakpoint.
F10	Toggles the activatation of the Menu bar.

Shift + Function

Shift + F2	Moves to the definition of the procedure or function (**View > Definition**).
Shift + F3	Finds the previous occurrence of the last word you searched for using (Ctrl + F).
Shift + F4	Repeats the last Find, the same as (**Edit > Find Next**).
Shift + F7	Displays the Userform object corresponding to the active userform code module. This can be used in conjunction with the F7 (View > Code) to quickly toggle between the code and the object.
Shift + F8	Step over code line by line, execute one procedure at a time.
Shift + F9	Activates the **Quick Watch** window adding the current variable.

Shift + F10	Displays the Shortcut menu for the selected item.

Ctrl + Function

Ctrl + F2	Activates the **Object Box** in the top left corner of the Code window.
Ctrl + F4	Closes the active MDI child window.
Ctrl + F5	Runs the error handler code or returns the error to the calling procedure. Does not affect the setting for error trapping on the General tab of the Options dialog box.
Ctrl + F6	Moves to the next open window. This is exactly the same as (Ctrl + Tab).
Ctrl + F8	Run to the cursor.
Ctrl + F9	Moves the current line of execution to this location. This defines the location for the next command that is executed.
Ctrl + F10	Activate the Menu bar.

Other + Function

Alt + F4	Closes the Visual Basic Editor window and returns to the application.
Alt + F5	Resume execution though the error handler / run error handler.
Alt + F8	Steps into the error handler or returns the error to the calling procedure. Does not affect the setting for error trapping on the General tab of the Options dialog box.
Alt + F11	Toggles between the Visual Basic Editor and the application.

Ctrl + Shift + F2	Moves back to the previous position (**View > Last Position**).
Ctrl + Shift + F8	Step out of code.
Ctrl + Shift + F9	Clear all breakpoints from the active project.

Ctrl + Letters

Ctrl + A	Select all text in the current module.
Ctrl + C	Copies the selection to the clipboard.
Ctrl + E	Displays the (**File > Export File**) dialog box.
Ctrl + F	Displays the (**Edit > Find**) dialog box.
Ctrl + G	Displays the (**View > Immediate window**) window.
Ctrl + H	Displays the (**Edit > Replace**) dialog box.
Ctrl + I	Turn on quick information (**Edit > Quick Info**).
Ctrl + J	Displays a drop-down of available properties (**Edit > List Properties/Methods**).
Ctrl + L	Show the call stack (**View > Call Stack**).
Ctrl + M	Displays the (**File > Import File**) dialog box.
Ctrl + N	Inserts a new line and positions the cursor at the start of the line. Pressing Enter will maintain the same indentation.
Ctrl + P	Displays the (**File > Print**) dialog box.
Ctrl + R	Displays the (**View > Project Explorer**) window.

Ctrl + S	Saves (**File > Save**).
Ctrl + T	Displays the Components dialog box listing all the available components. This is a Visual Basic 6.0 dialog box.
Ctrl + V	Pastes the current clipboard entry.
Ctrl + X	Cuts the selection to the clipboard.
Ctrl + Y	Cuts the entire line to the clipboard.
Ctrl + Z	Undo the last action (**Edit > Undo**).

Other + Letters

Alt + A	Displays the (**Add-ins**) menu.
Alt + D	Displays the (**Debug**) menu.
Alt + E	Displays the (**Edit**) menu.
Alt + F	Displays the (**File**) menu.
Alt + H	Displays the (**Help**) menu.
Alt + I	Displays the (**Insert**) menu.
Alt + O	Displays the (**Format**) menu.
Alt + Q	Closes the Visual Basic Editor window and returns to application.
Alt + R	Displays the (**Run**) menu.
Alt + T	Displays the (**Tools**) menu.
Alt + V	Displays the (**View**) menu.

Alt + W	Displays the (**Window**) menu.
Ctrl + Shift + I	Displays the tooltip showing you parameter information (**Edit > Parameter Info**). This is only useful if you have (Tools > Options, Editor tab, Auto List Members & Auto Quick Info) unchecked.
Ctrl + Shift + J	Displays a drop-down of available constants (**Edit > List Constants**). This is only useful if you have (Tools > Options, Editor tab, Auto List Members & Auto Quick Info) unchecked.

Entering

Shift + Insert	Pastes the current clipboard entry.
Tab	Indents the current line of code or completes intellisense.
Shift + Tab	UnIndents the current line of code (outdents).
Enter	Enters a new line into the code module.

Selecting

Shift + Home	Selects to the start of the line.
Shift + End	Selects to the end of the line.
Shift + Page Up	Selects to the top of the module.
Shift + Page Down	Selects to the bottom of the module.

Extending

Shift + Left Arrow	Extends the selection one character to the left.
Shift + Right Arrow	Extends the selection one character to the right.
Shift + Up Arrow	Extends the selection up one line.
Shift + Down Arrow	Extends the selection down one line.

Manouvering

Ctrl + Tab	Moves to the next module or window.
Alt + Tab	Moves to the next application.

Home	Moves to the beginning of the current line.
End	Moves to the end of the current line.
Page Up	Moves one screen upwards.
Page Down	Moves one screen downwards.
Left Arrow	Moves left one character.
Right Arrow	Moves right one character.
Up Arrow	Moves up one line.
Down Arrow	Moves down one line.
Ctrl + Home	Moves to the top of the module.
Ctrl + End	Moves to the bottom of the module.
Ctrl + Page Up	Moves to the top of the current procedure.
Ctrl + Page Down	Moves to the start of the next procedure.
Ctrl + Left Arrow	Moves one word to the left.
Ctrl + Right Arrow	Moves one word to the right.
Ctrl + Up Arrow	Moves to the sub or function directly above.
Ctrl + Down Arrow	Moves to the sub or funciton directly below.

Other

Backspace	Deletes the character to the left of the cursor in the code window.
Ctrl + Break	Stops execution and enters break-mode.
Ctrl + Insert	Copies the selection to the clipboard.
Ctrl + Enter	Enters a new line (or carriage return) into a userform control.
Ctrl + Delete	Delete to the end of the word.
Ctrl + Spacebar	Displays a drop-down of matching properties (**Edit > Complete Word**). This is only useful if you have (Tools > Options, Editor tab, Auto List members) unchecked.
Ctrl + Backspace	Deletes to the start of the word.

Alt + Spacebar	Activates the Control Box in the top left hand corner of the visual basic editor window.
Alt + Backspace	Undo the last action (**Edit > Undo**).
Insert	Toggle Insert Mode.
Delete	Delete the character to the right of the cursor in the code window.

Detecting the Shift, Ctrl or Alt Keys

The following function uses a Windows Api call to detect if the shift, ctrl and/or alt keys are pressed.

```
Private Declare Function GetAsyncKeyState Lib "user32" (ByVal vKey As Long) As
Integer

Function GetShiftCtrlAlt() As Integer
Dim iKeys As Integer

Const VK_SHIFT As Long = &H10
Const VK_CONTROL As Long = &H11
Const VK_ALT As Long = &H12

If GetAsyncKeyState(VK_SHIFT) <> 0 Then iKeys = iKeys + 1
If GetAsyncKeyState(VK_CONTROL) <> 0 Then iKeys = iKeys + 1
If GetAsyncKeyState(VK_ALT) <> 0 Then iKeys = iKeys + 1

GetShiftCtrlAlt = iKeys
End Function
```

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