

# Using CUA (WordPerfect for Windows)<sup>1</sup> and DOS keystrokes

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The following table is based in large part on WordPerfect 9's Help file, and outlines how you can use keystrokes in the Windows (CUA) or DOS keyboards to move around in WordPerfect, insert or delete items, or select text.

Look under **Tools> Settings> Customize> Keyboards** tab to find your current keyboard.

- If you are using the <WPW in 7/8/9/10/11/12/X3+> keyboards, you use CUA keystrokes.
- If you are using the <WPDOS 6.1> keyboard, you use DOS keystrokes.

Note that not all keystroke assignments are listed here. Use the Tools> Settings> Customize> Keyboards> (keyboard name)> Edit to view all keystroke assignments for your keyboard.

**TIP** - Starting with WordPerfect 10, you can print out the current key assignments (a/k/a/ "Shortcut keys"):

1. Click on Tools, Settings, Customize, Keyboards tab.
2. Click once on the keyboard layout that you want to print. (TIP: The current keyboard layout is listed at the bottom of this dialog box.)
3. Click Edit, then Print Report. You might also want to enable the box, "Shortcut key appears on menu," so that the current key assignments appear next to the same feature on the main WordPerfect menu.
4. Select the desired printer and click on Print.

Task	CUA keystrokes	DOS keystrokes
To move the insertion point to the	Press -	Press -
Beginning of a document	CTRL+HOME	HOME, HOME, UP ARROW
Beginning of a document (before codes)	CTRL+HOME,HOME,HOME	HOME, HOME, HOME, UP ARROW
Beginning of a line	HOME	HOME, HOME, LEFT ARROW
Beginning of a line (before codes)	HOME, HOME	HOME, HOME, HOME, LEFT ARROW
Bottom of the screen	PAGE DOWN	HOME, DOWN ARROW
End of the document	CTRL+END	HOME, HOME, DOWN ARROW
Next character	RIGHT ARROW	RIGHT ARROW
Next line down	DOWN ARROW	DOWN ARROW
Next page	ALT+PAGE DOWN	PAGE DOWN
Next word	CTRL+RIGHT ARROW	CTRL+RIGHT ARROW
Previous character	LEFT ARROW	LEFT ARROW
Previous line up	UP ARROW	UP ARROW
Previous page	ALT+PAGE UP	PAGE UP
Previous word	CTRL+LEFT ARROW	CTRL+LEFT ARROW
Specified page	CTRL+G	CTRL+HOME
Previous document	CTRL+SHIFT+F6	SHIFT+F3
Next document	CTRL+F6	F3

<sup>1</sup> "Common User Access (CUA) is a set of guidelines for the user interface to personal computer operating systems and computer programs, developed by IBM starting in 1987 as part of their Systems Application Architecture." - *WikiPedia*. For more information, see [http://en.wikipedia.org/wiki/Common\\_User\\_Access](http://en.wikipedia.org/wiki/Common_User_Access)

<b>Task</b>	<b>CUA keystrokes</b>	<b>DOS keystrokes</b>
<b>To insert a</b>	<b>Press -</b>	<b>Press -</b>
Back tab (margin release)	SHIFT+TAB	SHIFT+TAB
Indent	F7	F4
Double indent	CTRL+SHIFT+F7	SHIFT+F4
Hard page break	CTRL+ENTER	CTRL+ENTER
Hard Return	ENTER	ENTER
Hard Space	CTRL+SPACE	HOME, SPACE or CTRL+SPACE
Hyphen, hard	CTRL+-	HOME+-
Hyphen, soft	CTRL+SHIFT+-	CTRL+-
Line Break	CTRL+SHIFT+L	CTRL+SHIFT+L
Paragraph number	CTRL+SHIFT+F5	CTRL+SHIFT+F5
Deleted item (up to the last 3 items)	ALT+SHIFT+BACKSPACE	ALT+SHIFT+BACKSPACE
<b>To delete the</b>	<b>Press -</b>	<b>Press -</b>
Character to the left	BACKSPACE	BACKSPACE
Current character	DELETE	DELETE
Rest of a page	CTRL+SHIFT+DELETE	CTRL+PAGE DOWN
Rest of a line	CTRL+DELETE	CTRL+END
Current word	CTRL+BACKSPACE	CTRL+BACKSPACE
<b>Other editing keystrokes</b>	<b>Press -</b>	<b>Press -</b>
Copy text to the clipboard	CTRL+C	CTRL+INSERT
Cut text to the clipboard	CTRL+X	SHIFT+DELETE
Typeover	INSERT	INSERT
Cancel	ESC	ESC
Convert case of selected text	CTRL+K	CTRL+K
<b>While in a column, to</b>	<b>Press -</b>	<b>Press -</b>
Start a new column	CTRL+ENTER	CTRL+ENTER
Move one column to the right	ALT+RIGHT ARROW	ALT+RIGHT ARROW
Move one column to the left	ALT+LEFT ARROW	ALT+LEFT ARROW
Move to the top of the column	ALT+HOME	ALT+HOME
Move to the bottom of the column on the current page	ALT+END	ALT+END
Start a new page but continue columns	CTRL+SHIFT+ENTER	CTRL+SHIFT+ENTER
<b>While in a dialog, to</b>	<b>Press -</b>	<b>Press -</b>
Move to the next control	TAB	TAB
Move to the previous control	SHIFT+TAB	SHIFT+TAB
Perform the default action	ENTER	ENTER

<b>Task</b>	<b>CUA keystrokes</b>	<b>DOS keystrokes</b>
<b>While in a table, to</b>	<b>Press -</b>	<b>Press -</b>
Move up one cell	ALT+UP ARROW	ALT+UP ARROW
Move down one cell	ALT+DOWN ARROW	ALT+DOWN ARROW
Move right one cell	ALT+RIGHT ARROW or TAB	ALT+RIGHT ARROW or TAB
Move left one cell	ALT+LEFT ARROW or SHIFT+TAB	ALT+LEFT ARROW or SHIFT+TAB
Move one tab space	CTRL+TAB or INDENT (F7)	CTRL+TAB or INDENT (F4)
Decrease column width	CTRL+,	CTRL+,
Increase column width	CTRL+.	CTRL+.
Sum the numbers in a column	CTRL+=	CTRL+=
<b>While in an outline, to</b>	<b>Press -</b>	<b>Press -</b>
Promote a level (cursor before any text)	SHIFT+TAB	SHIFT+TAB
Demote a level (cursor before any text)	TAB	TAB
<b>To select ("block") text</b>	<b>Press -</b>	<b>Press -</b>
Current sentence	N/A (but: 3 RAPID LEFT- MOUSE-BUTTON CLICKS)	CTRL+F4
Current paragraph	N/A (but: 4 RAPID LEFT- MOUSE-BUTTON CLICKS)	N/A (but: 4 RAPID LEFT-MOUSE- BUTTON CLICKS)
One character to the right or left	SHIFT+RIGHT ARROW or SHIFT+LEFT ARROW	SHIFT+RIGHT ARROW or SHIFT+LEFT ARROW
One word to the right or left	SHIFT+CTRL+RIGHT ARROW or SHIFT+CTRL+LEFT ARROW	SHIFT+CTRL+RIGHT ARROW or SHIFT+CTRL+LEFT ARROW
One line up or down	SHIFT+UP ARROW or SHIFT+DOWN ARROW	SHIFT+UP ARROW or SHIFT+DOWN ARROW
One paragraph up or down	SHIFT+CTRL+UP ARROW or SHIFT+CTRL+DOWN ARROW or press F8, then SHIFT+ENTER	SHIFT+CTRL+UP ARROW or SHIFT+CTRL+DOWN ARROW
To the end of the line	SHIFT+END	SHIFT+END
To the beginning of the line	SHIFT+HOME	SHIFT+HOME, HOME, LEFT ARROW
To the top of the page	SHIFT+PAGE UP	N/A
To the bottom of the page	SHIFT+PAGE DOWN	N/A
To the beginning of the document	SHIFT+CTRL+HOME	SHIFT+HOME, HOME, UP ARROW
To the end of the document	SHIFT+CTRL+END	SHIFT+HOME, HOME, DOWN ARROW