

OfficePower keyboard mappings

Function	Keys
ACCEPT	NP Enter
BACK SPACE	Backspace
BACK TAB	Ctrl + Tab
BOLD	Ctrl + F4
C-UND	Ctrl + F2
CDUND	Shift + F2
CH DEL	Delete
CH DSPLY	Ctrl + Home, F11
CLEAR MARKS	Ctrl + NP plus sign
CODE	Ctrl + Home
COL	NP 4
COL BEGIN	NP 4, Up Arrow
COL END	NP 4, Down Arrow
COL LEFT	NP 4, Left Arrow
COL RGT	NP 4, Right Arrow
COMBCH	F11
COPY	NP 8
CUT	NP 7
DEL	NP 1
DH	Alt + 0
DN ARROW	Down Arrow
END INDENT	Ctrl + Return
EXIT	Esc
EXT FN	F12
FIRST FIELD	Home, Ctrl + Tab

Function	Keys
HELP	F1
HOME	Home
HOME DN	Home, Down Arrow
HOME LEFT	Home, Left Arrow
HOME RGT	Home, Right Arrow
HOME UP	Home, Up Arrow
INDENT TAB	Ctrl + Tab
INV	Ctrl + F6
ITALIC	Ctrl + F7
LAST FIELD	Home, Tab
LEFT ARROW	Left Arrow
MARK	NP plus sign
MK COL	Ctrl + NP plus sign
NBR	Alt + Return
NBS	Alt + V
NEW COL	NP 3
NEXT COL	NP Enter
NEXT FIELD	Tab
NH	Alt + . (period)
NM	Alt + 9
NORM	Ctrl + F5
NS	Alt + /
NUM PAD	Num Lock
OPEN	NP 3
OPTN	NP . (period)

Function	Keys
O'TYPE	Insert
PAGE	NP 6
PARA	NP - (minus)
PASTE	NP 9
PREV COL	Ctrl + NP Enter
PREV FIELD	Ctrl + Tab
PREV PARA	Ctrl + NP - (minus)
PREV SENT	Ctrl + NP *
PREV WORD	Ctrl + NP /
RCOPY	Ctrl + NP 8
REDO	Ctrl + NP 5
REJECT	NP 0
RETURN	Return
RFRSH	Ctrl + End
RGT ARROW	Right Arrow
RPASTE	Ctrl + NP 9
SCREEN DN	Page Down
SCREEN LEFT	Ctrl + Left Arrow
SCREEN RGT	Ctrl + Right Arrow
SCREEN UP	Page Up
SCRL DN LINE	Ctrl + Down Arrow
SCRL DN SCREEN	Ctrl + Page Down
SCRL UP LINE	Ctrl + Up Arrow
SCRL UP SCREEN	Ctrl + Page Up
SENT	NP *

Function	Keys
SK OPTN	Ctrl + NP. (period)
SOFT KEYS A to I	F2 to F10
SRCH	NP 2
STOP	End
SUB	Ctrl + F9
SUPER	Ctrl + F8
SUSP	Ctrl + Insert
TAB	Tab
UDK	Ctrl + F12
UNDO	NP 5
UP ARROW	Up Arrow
WD DEL	Ctrl + Delete
W-UND	Ctrl + F3
WDUND	Shift + F3
WORD	NP /

Notes:

- A plus sign (+) between two key names means **at the same time**. Hold down the first key while pressing the second.
- A comma (,) between two key names means **then**. Press the first key, release it, and then press the second.
- NP indicates that the given number, symbol, or named key is on the number pad instead of the typewriter keyboard. The Num Lock light must be off when using the keys on the number pad.