

Keyboard Shortcuts	
Alt + Enter	Properties dialog box (row or cell)
Double-click	Edit Mode on, for that cell
Type alpha-numeric	Edit Mode on, for that cell
CTRL + N	New Document
CTRL + O	New Order
CTRL + S	Save Chart / Document
CTRL + P	Opens Print Selection
CTRL + Z	Undo the last Action
CTRL + X or C or V	Usual Cut Copy Paste
CTRL + Tab	Jump to next empty mandatory
CTRL + [Decrease field text size
CTRL +]	Increase field text size