

## Dialog box keyboard shortcuts

Shortcut Keys	Function
<b>CTRL+TAB</b>	Move forward through tabs.
<b>CTRL+SHIFT+TAB</b>	Move backward through tabs.
<b>TAB</b>	Move forward through options.
<b>SHIFT+TAB</b>	Move backward through options.
<b>ALT+Underlined letter</b>	Carry out the corresponding command or select the corresponding option.
<b>ENTER</b>	Carry out the command for the active option or button.
<b>SPACEBAR</b>	Select or clear the check box if the active option is a check box.
<b>Arrow keys</b>	Select a button if the active option is a group of option buttons.
<b>F1</b>	Display Help.
<b>F4</b>	Display the items in the active list.
<b>BACKSPACE</b>	Open a folder one level up if a folder is selected in the Save As or Open dialog box.

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*Courtesy of*

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