



AppleWorks 6

Quick Reference

FOR MAC

AppleWorks Help

Step-by-step instructions and many more keyboard shortcuts are in AppleWorks Help.

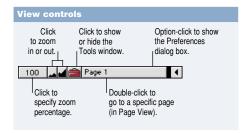
Open AppleWorks Help in any of the following ways:

- Press %-? (question mark).
- Choose AppleWorks Help from the Help menu.
- Press the Help button (available on many keyboards).
- In a dialog box, click the "?" button (if available).



To get information ("tooltips") about an item in the Button Bar or Tools window, let the pointer rest over the item.

Note: For the Button Bar, you can turn tooltips off and on in the Customize Button Bar dialog box.



Show/Hide window shortcuts	
Show/Hide Accents	ж -K
Show/Hide Button Bar	Shift- ૠ -X
Show/Hide Clippings	ж -2
Show/Hide Links	Shift- ж -M
Show/Hide Rulers	Shift- ж -U
Show/Hide Starting Points	ж -1
Show/Hide Tools	Shift- ж -T

General keyboard shortcut	s
Close	₩-W
Copy	ж -C or F3
Cut	ж -X or F2
Find/Change	ж -F
Find Again (With the Find dialog box closed)	ж-Е
Help	ж -? or Help
New (Opens a new word-processing document. Choose a different document type in the General Preferences dialog box.)	ℋ -N
Open	₩-O
Page View	Shift- ж -P
Paste	ж -V or F4
Print	ж -P
Quit	₩-Q
Save	₩-S
Save As	Shift- ж -S
Select All	₩-A
Show keyboard shortcuts in dialog boxes	\varkappa
Spelling: Check Document	ж -= (equal sign)
Spelling: Check Selection	Shift-₩-Y
Thesaurus	Shift- ж -Z
Undo/Redo	₩-Z or F1

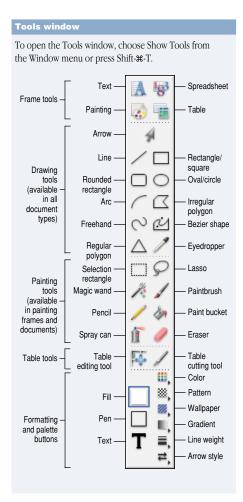


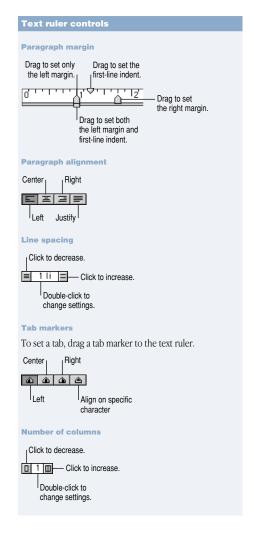
Table keyboard shortc	uts
Action or command	Keyboard shortcut
Insert table	ж-Ү
Insert cells (above selected row or to left of selected column)	Shift- ж -I
Delete selected row or column	Shift- ж -K
Merge selected cells	ж -M
Subdivide selected cell or cells	ж-Ј
Typing and moving around in a table	
To move	Do this
To any cell	Click inside the cell. (Double-click if the table is not selected.)
One cell to the left	Press the Command (%) key and the Left Arrow key.
One cell to the right	Press the Command (第) key and the Right Arrow key.
One cell up	Press the Command (**) key and the Up Arrow key.
One cell down	Press the Command (**) key and the Down Arrow key.

Word processing

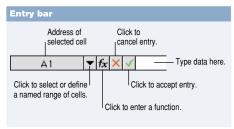
Section break

word processing	
Shortcuts for selecting	text
Word	Double-click word
Line	Click line three times
Paragraph	Click paragraph four times
From insertion point to beginning of paragraph	Shift-Option-Up Arrow
From insertion point to end of paragraph	Shift-Option-Down Arrow
Extend selection	Click one end, of selection, then Shift-click the other
Extend selection a paragraph at a time	Click one end, then press Shift-Up Arrow or Shift-Down Arrow
Whole document	Ж -A
From insertion point to beginning of document	Shift- ж -Up Arrow
From insertion point to end of document	Shift- Ж -Down Arrow
Entering special characters	
Nonbreaking space	Option-Space bar
Line break (soft return)	Shift-Return
Column break	Enter
Page break	Shift-Enter

Option-Enter



Spreadsheet

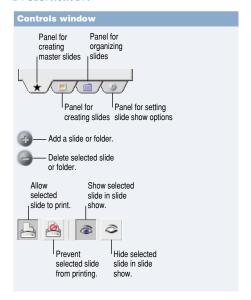


Keyboard and mouse shortcuts	
Fill Down	₩-D
Fill Right	ж -R
Insert Cells	Shift- Ж -I
Make Chart	ж -M
Modify a chart element	Double-click chart element
Sort	ж -J

Navigation	
To accept current entry and	Press
Move one cell down	Return or Down Arrow
Move one cell up	Shift-Return or Up Arrow
Move one cell right	Tab or Right Arrow
Move one cell left	Shift-Tab or Left Arrow
Remain in current cell	Enter

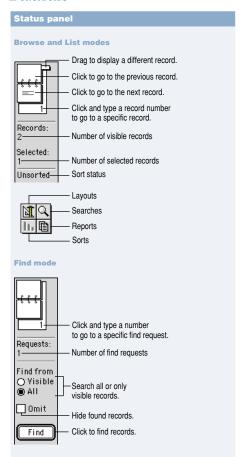
Note: You can change some of these navigation techniques in the General Preferences dialog box.

Presentation



Navigation in slide show mode	
Go to first slide	Home
Go to last slide	End
Go to next slide	Page Down or Tab
Return to previous slide	Page Up or Shift-Tab
Stop slide show	Esc, Q, or ₩ (period)

Database



Keyboard and mouse short	cuts
Activate a field	Tab, or click inside the field
Deselect all records	Enter
Find (create a find request)	Shift-ж-F
Go to a record	₩-G
New record	 ₩-R
Select a record	Click the record outside a field
Select contiguous records	Click the first record, then Shift-click the last record
Select or deselect records individually	ж -click
Navigation	
Move to the next field	Tab
Move to the previous field	Shift-Tab
Move to the next record (same field)	ж -Return
Move to the previous record (same field)	Shift- % -Return

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