

## Default keyboard shortcuts

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Analyst's Notebook provides a default set of keyboard shortcuts for performing common tasks. You can use the shortcuts to reduce the time you spend navigating menus.

The default shortcuts in Analyst's Notebook are:

Key	Command
F1	Opens Help contents window.
F2	Rename the selected chart item
F3	Find Next Text
F4, Ctrl+F	Find Text
Ctrl+F4	Close current chart
Alt+F4	Exit Analyst's Notebook
F5	Visual Search
F6	Go to the next pane of a split window
Shift+F6	Go to the previous pane of a split window
Ctrl+Shift+F6	Go to the previous window of the current chart
F7	Check spelling
F8	Full Screen mode
Ctrl+F9	Minimize current window
F10	Make the menu bar active
F11	List Items
Ctrl+N	New standard chart
Ctrl+Shift+N	New from template
Ctrl+O	Open chart
Ctrl+P	Print chart
Ctrl+S	Save chart
Ctrl+T	Next snapshot
Ctrl+Shift+T	Previous snapshot
Alt+Enter	View properties of selected chart items
Page Up	Zoom in
Page Down	Zoom out
Right arrow	Pan right
Left arrow	Pan left
Up arrow	Pan up
Down arrow	Pan down
Shift+right arrow	Page right
Shift+left arrow	Page left
Shift+up arrow	Page up
Shift+down arrow	Page down

End	Fit chart in window
Shift+End	Fit height in window
Ctrl+End	Fit selection in window
Home	View at actual size
Ctrl+Tab	Go to the next window
Ctrl+Shift+Tab	Go to the previous window
Ctrl+A	Select All
Ctrl+C	Copy
Ctrl+Shift+C	Copy Selection Only
Ctrl+D	Duplicate
Ctrl+V	Paste
0-9	Select selection set (0 - 9)
Alt+ 0-9	Define selection set (0 - 9) as current selection
Ctrl+ 0-9	Toggle selection of set (0 - 9)
Shift+ 0-9	Add current selection to set (0 - 9)
Ctrl+Shift+ 0-9	Remove current selection from set (0 - 9)

#### **Assigning a shortcut to a command**

In addition to the default keyboard shortcuts that are available, you can assign shortcuts manually. Assigning a shortcut can change any default shortcut that uses that key combination.

**Parent topic:** [Customize Analyst's Notebook](#)

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