

Fast•Class File

SmartOffice

Volume 41: Keyboard Shortcuts

Note: If one of these options requires a contact association, the Contact Search dialog box opens when the keyboard shortcut is used.

Alt + C: Display the Activity Tab from the Activity Detail dialog box

Alt + I: Display the History Tab from the Activity Detail dialog box

Alt + L: Open the Calendar to the DayView List

Alt + M: Open the Calendar to the MonthView

Alt + N: Display the Activity Notes Tab from the Activity Detail dialog box

Alt + O: Open the Calendar to the Overdue Projects summary

Alt + Q: Select the text in the Quick/Add Search field

Alt + U: Open the Calendar to the Unfinished Appointments summary

Alt + W: Open the Calendar to the WeekView

Alt + Y: Open the Calendar to the DayView

Alt + Insert: Add a new record

Alt + Delete: Delete the current selection

Alt + Shift + Left: Go to the previous record

Alt + Shift + Right: Go to the next record

F2: Open the Date and Time dialog box (the arrow keys can be used to select a Date and Time)

F6: Open the Phone Dialer

F7: Open the SmartPad

F8: Open the Activity Log for the current user

F9: Compose an e-mail

F10: Open the Letter Writing dialog box on contact tabs and the Mass Correspondence dialog box on contact spreadsheets

F12: Create a new activity

Ctrl + F10: Open the Calendar to the WeekView for the current week

Ctrl + S: Save the current record

Ctrl + T: Tag or untag all records on the current summary

Ctrl + L: Last Active Contact

Note: Ctrl-L is used in Microsoft® Internet Explorer for the Open command. This functionality is disabled in SmartOffice.

Ctrl + Shift + E: Toggle between Edit/Unedit modes

