

Fast Data Entry for Adagio

Keyboard Shortcuts to keep your hand off the mouse!

Tab / Shift Tab

Move to next / previous item (entry field or button or menu item or index tab)

Alt-“Character”

Move to item where “character” is underlined (entry field or button of menu item or index tab)

Enter

Execute the default button

Execute the default button for highlighted line in grid

[Create new entry in grid if last item in grid is highlighted](#)

Ctrl-Tab / Shift-Ctrl-Tab

Flip to next / prior index tab

Ctrl-C

Copy Selected data

Ctrl-X

Cut (copy and delete) selected data

Ctrl-V

Insert data that was cut or copied

F1

Context sensitive help

F5

[Activate Finder in key field](#)

[Activate Calculator in numeric field](#)

[Activate Calendar in date field](#)

[Page Down / Page Up](#) - next / prior month

[Home](#) - current date

[End](#) - last day of month

[Enter](#) - return selected date

F6

[Activate Smart Finder in key field or in Finder](#)

F7

[Activate Spell Checker in memo field](#)

Right Arrow / Left Arrow

Move right/left one character position

Select next/prior radio button

Move from grid to buttons (or vice-versa)

Flip to next / prior index tab if focus is on the tab

Ctrl-RightArrow / Ctrl-LeftArrow

Move right/left one word

Down Arrow / Up Arrow

[Select next / prior item in grid or drop-down field](#)

Select next / prior radio button

[Activate Finder in Key Field](#)

[Activate Calculator in numeric field](#)

[Activate Calendar in date field](#)

[Select next / prior value in type field](#)

Page Up / Page Down

Move to next / prior page in grid

End / Home

Move to end / beginning of entry field

Move to end / beginning of line in memo field

Move to last / first item in grid

Ctrl-End / Ctrl-Home

Move to end / beginning of last / first line in memo field

Spacebar

Select item in selection list

[Select action in some grids](#)

Tick / Untick a check box

Execute selected button

Alt-Tab / Shift-Alt-Tab

Move to next / previous Windows Application