

Keyboard Shortcuts

General

F1	Open User Guide.
F2	Rename.
F10	Displays ribbon shortcut keys.
Ctrl + A	Select all.
Ctrl + C	Copy.
Ctrl + X	Cut.
Ctrl + V	Paste.
Ctrl + Z	Undo.
Ctrl + Y	Redo.
Delete	Delete.

Estimate

Ctrl + minus sign	Show Trade Summary.
Ctrl + plus sign	Show all Items.
Ctrl + 0	Show only selected Trades.
Ctrl + T	Insert a Trade above current Trade.
Ctrl + Shift + T	Add a Trade under last Trade.
Ctrl + up arrow	Go to previous Trade.
Ctrl + down arrow	Go to next Trade.
Ctrl + H	Insert a Heading above selected row.
Ctrl + Shift + T	Add a Heading under the last Heading.
Ctrl + I, Insert	Insert an Item above selected row.
Ctrl + Shift + I	Add an Item under the last Item in a Heading.
Ctrl + >	Indents a row.
Ctrl + <	Unindents a row.
Ctrl + F	Activates the Find Function within the Estimate sheet.
F4	Copies the value from above cell.
F9	Moves focus between Item sheet and Rate sheet.

Viewport

F12	Toggle between 2D view and 3D view.
F7	Toggle Phantom Line on and off.
F8	Toggle Ortho on and off.