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# Clicker 4

## Shortcuts (Mac)

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### To edit text in a cell:

Edit cell text	Shift click
Move to next cell	Tab
To finish editing text	Return

### Working with cells:

Select a single cell	Control-click
Deselect a cell	Control-click on selected cell
Select all cells	Grid menu > Select All Cells
De select all cells	Click on Grid (not on a cell)
Select multiple cells	Control, command click on cells
Delete a cell	Select cell and Grid menu > Delete > Cell
To get a cell to speak	Ctrl-click

### Shortcuts to menus:

Pop up cell properties menu	Command (Apple)-Click on cell
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### Moving and resizing cells:

Move a cell	Alt (option) drag
Resize a cell	Alt (option) drag - any corner of the cell

### Graphic boxes:

Editing	Shift-click on graphic box
Moving	Alt (option) - drag
Resizing	Alt (option) - drag any corner

### Text boxes:

Editing	Shift-click on text box
Moving	Shift-click, option-drag
Resizing	Shift-click, option-drag any corner

### To turn the keyboard shortcuts off

Check *Disable easy editing* on the Other tab of the User Preferences dialog box.

