
Clicker 4

Shortcuts (PC)

Left and right click refer to mouse buttons

To edit text in a cell

Enter or change text	Shift left click
Move to next cell	Tab
To finish editing text	Return

Working with cells

Select a single cell	Right click
Select another cell	Ctrl left click
Select multiple cells	Ctrl drag left or Shift drag left
Select all cells	Grid menu > Select All Cells
De-select all cells	Click on Grid (not on a cell)
Delete a cell	Select cell and Grid menu > Delete > Cell
To get a cell to speak	Right click

Shortcuts to menus

Cell properties	Shift right click while pointing at cell
Grid properties	Shift right click while pointing at background

Moving and resizing cells

Move cell	Alt drag left
Resize cell	Alt drag left while pointing at bottom right corner of cell

Graphic boxes

Editing	Shift-click on graphic box
Moving	Alt-click and drag
Resizing	Alt-click drag any corner

Text boxes

Editing	Shift-click on text box
Moving	Alt-click and drag
Resizing	Alt-click and drag any corner

To untrap mouse

Shift right click on a cell

To turn the keyboard shortcuts off

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

