


# Mercury QuickTest Professional 8.0 Shortcut Key Reference Card

	Command	Press	
File Menu	New Test	CTRL + N	
	Open Test	CTRL + SHIFT + N	
	Business Component > New	CTRL + SHIFT + O	
	Business Component > Open	CTRL + SHIFT + E	
	Business Component > Edit Template	CTRL + O	
	Save	CTRL + S	
	Export to Zip File	CTRL + ALT + S	
	Import from Zip File	CTRL + ALT + O	
	Print	CTRL + P	
	Edit Menu	Cut	CTRL + X (EV only)
Copy		CTRL + C	
Paste		CTRL + V	
Delete		DEL	
Undo		Ctrl + Z (EV only)	
Redo		CTRL + Y (EV only)	
Rename Action		F2	
Find		CTRL + F (EV only)	
Replace		CTRL + H (EV only)	
Go To		CTRL + G (EV only)	
Bookmarks		CTRL + B (EV only)	
Complete Word		CTRL + SPACE (EV only)	
Argument Info		CTRL + SHIFT + SPACE (EV only)	
Apply "With" To Script		CTRL + W (EV only)	
Remove "With" Statements		CTRL + SHIFT + W (EV only)	
Insert Menu		Checkpoint > Standard Checkpoint	F12
		Output Value > Standard Output Value	CTRL + F12
	Step > Step Generator	F7	
	New Step	F8 (KV only)	
	New Step After Block	SHIFT + F8 (KV only)	

Key: KV = Keyword View  
EV = Expert View

	Command	Press
Test or Component Menu	Record	F3
	Run	F5
	Stop	F4
	Analog Recording	CTRL + SHIFT + F4
	Low Level Recording	CTRL + SHIFT + F3
Step Menu	Object Properties	CTRL + ENTER
	Value Configuration Options	CTRL + F11 on a value (KV only)
Debug Menu	Pause	PAUSE
	Step Into	F11
	Step Over	F10
	Step Out	SHIFT + F11
	Insert/Remove Breakpoint	F9
	Clear All Breakpoints	CTRL + SHIFT + F9
	Edit > Cut	CTRL + X
	Edit > Copy	CTRL + C
	Edit > Paste	CTRL + V
	Edit > Clear > Contents	CTRL + DEL
Data Table Options	Edit > Insert	CTRL + I
	Edit > Delete	CTRL + K
	Edit > Fill Right	CTRL + R
	Edit > Fill Down	CTRL + D
	Edit > Find	CTRL + F
	Edit > Replace	CTRL + H
	Data > Recalc	F9
	Insert Multi-line Value	CTRL + F2 while editing cell
	Activate next/previous sheet	CTRL + PAGEUP/ CTRL + PAGEDOWN
	General Options	View Keyword View/Expert View
Open context menu for step or Data Table cell		SHIFT + F10 or Application key 
Expand all branches		* [on numeric keypad] (KV only)
Expand branch		+ [on numeric keypad] (KV only)
Collapse branch		- [on numeric keypad] (KV only)



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