



Windows & Chromebook Keyboard Shortcuts

☐ Reserved

☐ Available to add shortcut

Shortcut Key Combinations								
Characters	Character only	Shift + Character	Alt + Character	CTRL + Character	Shift + Alt + Character	Shift + CTRL + Character	Alt + CTRL + Character	Shift + Alt + CTRL + Character
0		Lengthen Duration						
1								
2	Duplet	Flat						
3	Triplet	Sharp						
4	Quadruplet	Natural						
5	Quintuplet	Courtesy Accidental						
6	Sextuplet	Fermata						
7	Septuplet							
8		Double Sharp						
9		Shorten Duration						
A	A note							
B	B note							
C	C note			Copy				
D	D note							
E	E note			Expression Text				
F	F note							
G	G note			Grace Note				
H								
I								
J								
K	Chord	Filter Chord Symbols						
L	Voice Lower			Lyrics				
M								
N								
O								
P	Play From start			Print				
Q								
R	Repeat							
S	Slur			Save				
T	Performance Text	Filter Performance Text						
U	Voice upper	Filter Upper Voice						
V		Filter Lower Voice		Paste				
W								
X				Cut				
Y				Redo				
Z	Enharmonics			Undo				
`								
~								
{	Beam Continue							
[Increase Note Duration							
}	Beam Start							
]	Decrease Note Duration							
	Pre-Bend							
\	Slide							
:	Tenuto							
;	Staccato							
"	Strong Accent							
'	Accent							
<	Crescendo							
,	Tie							
>	Diminuendo							
.	Dot							
?	Change Note Head							
/	Add Slash							
_	Double Flat							
-	Flat							
+	Sharp							
=	Natural							
@	Flat							
#	Sharp							
\$	Natural							
%	Courtesy Accidental							
^	Fermata							
*	Double Sharp							
(Shorten Duration							
)	Lengthen Duration							
Right Arrow	Move Right							
Left Arrow	Move Left							
Up Arrow	Move Up	Move Half Up		Move Octave Up				
Down Arrow	Move Down	Move Half Down		Move Octave Down				
Enter	System Break After	Page Break After		Hide Show Cautionaries				
`	Parentheses							
~	Bend							
⌫	Delete							