

# NOKIA 9300i



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# List of shortcuts

The following are some of the available keyboard shortcuts in your device.

## General shortcuts

|              |             |
|--------------|-------------|
| Ctrl+A       | Select all  |
| Ctrl+C       | Copy        |
| Ctrl+D       | Delete      |
| Ctrl+F       | Find        |
| Ctrl+I       | Sort        |
| Ctrl+M       | Move        |
| Ctrl+N       | New         |
| Ctrl+O       | Open        |
| Ctrl+P       | Print       |
| Ctrl+S       | Save        |
| Ctrl+T       | Full screen |
| Ctrl+V       | Paste       |
| Ctrl+X       | Cut         |
| Ctrl+Z       | Undo        |
| Shift+Ctrl+E | Zoom        |
| Shift+Ctrl+G | Next        |

|                   |                                                          |
|-------------------|----------------------------------------------------------|
| Shift+Ctrl+L      | Log                                                      |
| Shift+Ctrl+P      | Previous                                                 |
| Shift+Ctrl+S      | Save as                                                  |
| Shift+Ctrl+U      | Page setup                                               |
| Shift+Ctrl+V      | Print preview                                            |
| Shift+Ctrl+Z      | Edit                                                     |
| Shift+Backspace   | Delete text from right                                   |
| Ctrl+Telephone    | Open the Recent calls view in the telephone application. |
| Chr+alphabet      | Insert an accented character                             |
| Chr+Tab           | Switch between open applications                         |
| Chr+Telephone key | Redial the last dialled number                           |
| Chr+Messaging key | Retrieve mail                                            |
| Shift+Ctrl+Chr+S  | Screenshot                                               |

## Application-specific shortcuts

### Desk

|                |                          |
|----------------|--------------------------|
| Ctrl+P         | Properties               |
| Shift+Ctrl+S   | Show in groups           |
| Chr+My own key | Configure the My own key |

### Telephone

|              |                           |
|--------------|---------------------------|
| Ctrl+P       | View serial number (IMEI) |
| Shift+Ctrl+B | Call barring              |
| Shift+Ctrl+M | Voice mailboxes           |
| Shift+Ctrl+O | Other settings            |
| Shift+Ctrl+P | Profile settings          |
| Shift+Ctrl+S | Speed dials               |
| Shift+Ctrl+V | Call diverting            |

### Contacts

|        |                                             |
|--------|---------------------------------------------|
| Ctrl+K | Settings                                    |
| Ctrl+M | Belongs to groups (in an open contact card) |
| Ctrl+N | New contact card                            |
| Ctrl+P | Database properties                         |

|              |                                              |
|--------------|----------------------------------------------|
| Ctrl+R       | Ringing tone (in an open contact card)       |
| Ctrl+T       | Card templates                               |
| Shift+Ctrl+B | New database                                 |
| Shift+Ctrl+C | Copy to                                      |
| Shift+Ctrl+D | Remove the picture (in an open contact card) |
| Shift+Ctrl+M | Move to                                      |
| Shift+Ctrl+N | Create a new group                           |
| Shift+Ctrl+O | Insert a picture (in an open contact card)   |

### Messaging

|        |                                                                                       |
|--------|---------------------------------------------------------------------------------------|
| Ctrl+B | Retrieve new messages                                                                 |
| Ctrl+G | Retrieve mail                                                                         |
| Ctrl+I | Sort by (sorts by the property you have already selected, for example date or sender) |
| Ctrl+L | Go online, or go offline if a connection is active                                    |
| Ctrl+Q | Properties                                                                            |
| Ctrl+R | Reply                                                                                 |
| Ctrl+T | Expand folder contents                                                                |
| Ctrl+U | Disconnect                                                                            |

|               |                                |
|---------------|--------------------------------|
| Ctrl+Y        | Change the connection          |
| Shift+Ctrl+A  | Retrieve all messages          |
| Shift+Ctrl+B  | Retrieve the selected messages |
| Shift+Ctrl+E  | Rename the selected folder     |
| Shift+Ctrl+F  | Forward the selected message   |
| Shift+Ctrl+N  | Create a new folder            |
| Shift+Ctrl+R  | Reply to all                   |
| Shift+Ctrl+S  | Sent items storage             |
| Shift+Ctrl+T  | Account settings               |
| Shift+Ctrl+Z  | Delete messages locally        |
| Chr+Messaging | Retrieve mail                  |

## Calendar

|        |                          |
|--------|--------------------------|
| Ctrl+A | Create a new anniversary |
| Ctrl+E | Create a new memo        |
| Ctrl+G | Go to date               |
| Ctrl+K | Edit view settings       |
| Ctrl+N | Create a new meeting     |
| Ctrl+Q | Change view              |
| Ctrl+S | Create a new to-do note  |
| Ctrl+T | Edit the date and time   |

|               |                                           |
|---------------|-------------------------------------------|
| Shift+Ctrl+A  | Set anniversary as the default entry type |
| Shift+Ctrl+C  | Crossed out entry                         |
| Shift+Ctrl+D  | Move or delete the selected object        |
| Shift+Ctrl+E  | Set meeting as the default entry type     |
| Shift+Ctrl+K  | Edit general settings                     |
| Shift+Ctrl+M  | Import entries                            |
| Shift+Ctrl+O  | Set to-do note as the default entry type  |
| Shift+Ctrl+P  | Properties                                |
| Shift+Ctrl+R  | Set memo as the default entry type        |
| Shift+Ctrl+T  | Tentative entry                           |
| Ctrl+Calendar | Open the current day in the Day view      |
| Calendar key  | Change view                               |

## Documents

|        |            |
|--------|------------|
| Ctrl+B | Bold       |
| Ctrl+G | Go to page |
| Ctrl+I | Italics    |
| Ctrl+U | Underline  |

|              |                                     |
|--------------|-------------------------------------|
| Shift+Ctrl+A | Format paragraph alignment          |
| Shift+Ctrl+B | Format bullets                      |
| Shift+Ctrl+D | Format borders                      |
| Shift+Ctrl+F | Format the font                     |
| Shift+Ctrl+G | Format the style                    |
| Shift+Ctrl+J | View details of the selected object |
| Shift+Ctrl+K | Preferences                         |
| Shift+Ctrl+N | Format line spacing                 |
| Shift+Ctrl+O | Insert an object                    |
| Shift+Ctrl+Y | Format tabs                         |
| Shift+Ctrl+Z | Edit the selected object            |

## Sheet

|              |                        |
|--------------|------------------------|
| Ctrl+H       | Rename the worksheet   |
| Ctrl+M       | Freeze panes           |
| Ctrl+Q       | View worksheets        |
| Ctrl+W       | Insert a new worksheet |
| Ctrl+Y       | Insert cells           |
| Shift+Ctrl+A | Format cell alignment  |
| Shift+Ctrl+B | Format cell borders    |
| Shift+Ctrl+C | Insert a new chart     |
| Shift+Ctrl+D | Delete the cell        |

|              |                              |
|--------------|------------------------------|
| Shift+Ctrl+F | Format the font              |
| Shift+Ctrl+G | Insert a page break          |
| Shift+Ctrl+H | Format row height            |
| Shift+Ctrl+I | Insert a function            |
| Shift+Ctrl+N | Format numbers               |
| Shift+Ctrl+O | Settings                     |
| Shift+Ctrl+P | Format cell background color |
| Shift+Ctrl+R | Recalculate                  |
| Shift+Ctrl+W | Format column width          |
| Shift+Ctrl+X | Clear the cell               |

## Presentations

|              |                            |
|--------------|----------------------------|
| Ctrl+T       | Full screen mode           |
| Shift+Ctrl+A | Format the alignment       |
| Shift+Ctrl+F | Format the font            |
| Shift+Ctrl+J | Format the selected object |
| Shift+Ctrl+V | View a slide show          |
| Enter key    | Start editing text         |
| Esc key      | Cancel text editing        |

## File manager

|        |                |
|--------|----------------|
| Ctrl+E | Expand view    |
| Ctrl+H | Show all files |

|              |                                                                            |
|--------------|----------------------------------------------------------------------------|
| Ctrl+I       | Sort by (the property you have already selected, for example name or date) |
| Ctrl+N       | New file                                                                   |
| Ctrl+O       | Collapse view                                                              |
| Ctrl+P       | Properties                                                                 |
| Ctrl+R       | Rename the selected object                                                 |
| Ctrl+U       | Move up one level                                                          |
| Shift+Ctrl+B | Back up to memory card                                                     |
| Shift+Ctrl+I | Sorting order (the order you have already selected, for example ascending) |
| Shift+Ctrl+K | Settings                                                                   |
| Shift+Ctrl+N | Create a new folder                                                        |
| Shift+Ctrl+Q | Change memory card password                                                |
| Shift+Ctrl+R | Restore from memory card                                                   |

## Web

|        |                                           |
|--------|-------------------------------------------|
| Ctrl+B | Add to bookmarks                          |
| Ctrl+E | Close the browser                         |
| Ctrl+G | Back<br>Go to bookmark (in bookmark view) |

|              |                                                         |
|--------------|---------------------------------------------------------|
| Ctrl+H       | Go to home page                                         |
| Ctrl+I       | Load all images<br>Insert new folder (in bookmark view) |
| Ctrl+K       | Settings                                                |
| Ctrl+M       | Fit to screen                                           |
| Ctrl+N       | Open a new window                                       |
| Ctrl+R       | Reload                                                  |
| Ctrl+T       | Full screen mode                                        |
| Ctrl+U       | Disconnect                                              |
| Ctrl+W       | View window list                                        |
| Ctrl+Y       | Change the connection                                   |
| Ctrl+Z       | Stop                                                    |
| Shift+Ctrl+B | Bookmarks<br>Edit bookmark (in bookmark view)           |
| Shift+Ctrl+D | View downloads                                          |
| Shift+Ctrl+F | Reload frame                                            |
| Shift+Ctrl+G | Forward                                                 |
| Shift+Ctrl+I | Rename folder (in bookmark view)                        |
| Shift+Ctrl+O | Open a file                                             |
| Shift+Ctrl+R | Reload all                                              |

Shift+Ctrl+S

Save frame as...

Shift+Ctrl+T

View title bar

## Images

Ctrl+B

Previous image (with an image open)

Ctrl+F

Next image (with an image open)

Ctrl+R

Rotate image (with an image open)

Ctrl+T

Full screen (with an image open)

## Device manager

Shift+Ctrl+C

Connect

## RealPlayer

Ctrl+B

Previous clip (with a video clip open)

Ctrl+F

Next clip (with a video clip open)

Ctrl+M

Mute (with a video clip open)

Ctrl+R

Repeat once (with a video clip open)

Ctrl+T

Full screen (with a video clip open)

Shift+Ctrl+K

Settings

Shift+Ctrl+S

Save clip as (with a video clip open)

## Music Player

Ctrl+B

Previous track

Ctrl+F

Next track

Ctrl+I

Sort by (the property you have already selected)

Ctrl+L

Repeat all

Ctrl+M

Mute

## Voice recorder

Ctrl+L

Repeat

Ctrl+M

Mute

Ctrl+R

Rename

Shift+Ctrl+K

Settings

## Calculator

Ctrl+B

Subtract

Ctrl+F

Flip layout

|              |                       |
|--------------|-----------------------|
| Ctrl+I       | Add                   |
| Ctrl+R       | Recall                |
| Ctrl+Y       | Function map          |
| Shift+Ctrl+C | Clear all             |
| Shift+Ctrl+D | Desk calculator       |
| Shift+Ctrl+S | Scientific calculator |

## Clock

|              |                                |
|--------------|--------------------------------|
| Ctrl+B       | Cancel the alarm               |
| Ctrl+E       | View city details              |
| Ctrl+K       | Alarm settings                 |
| Ctrl+T       | Set the date and time          |
| Shift+Ctrl+A | Alarm clock                    |
| Shift+Ctrl+E | View country or region details |
| Shift+Ctrl+N | Add a new city                 |
| Shift+Ctrl+Q | Set the clock type             |
| Shift+Ctrl+T | Remote city details            |
| Shift+Ctrl+W | World clock                    |