

## Chapter 2: Working with NASIS Windows, Menus and Toolbars

### The NASIS Window Environment

The NASIS 6.1 application is designed around a Microsoft Windows graphical user interface (GUI). Users can manipulate the application by means of toolbars (icons and buttons) and menu selections using a pointing device, such as a mouse. Shortcut keys are enabled for most toolbar and menu actions, allowing users to manipulate the application directly from the keyboard as well. Like any other Windows application, the NASIS interface includes a variety of controls to customize the look and feel of the application to suit a user's particular preferences.

This chapter introduces the NASIS application window and describes the various panels, menus, toolbars, and other controls.

### Learning the Parts of the NASIS Window

To start NASIS 6.1, click on the Windows "Start" button and select "All Programs, USDA Applications, Soils, NASIS." This link can be set as a desktop shortcut or pinned to the Start Menu.

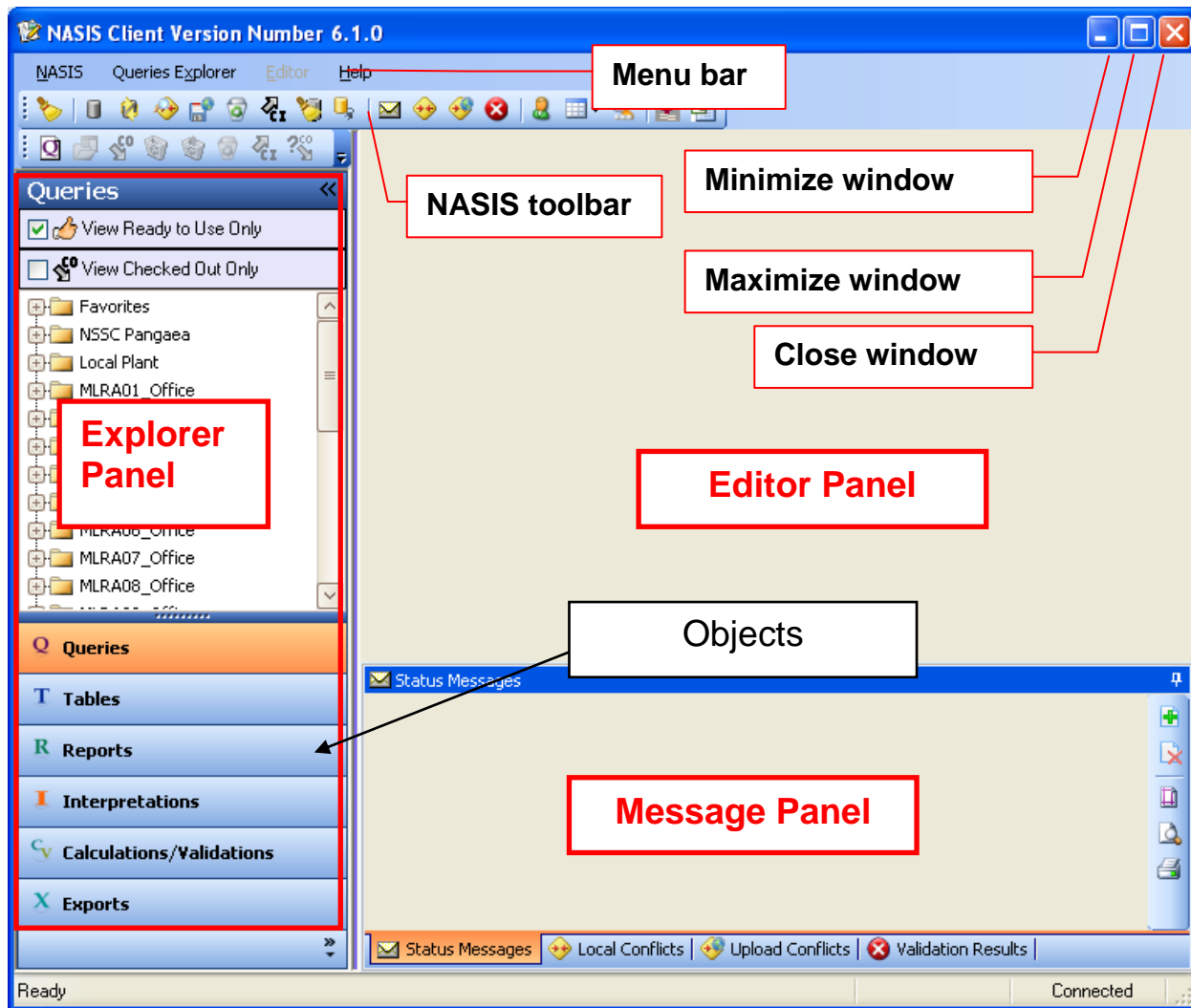
After the NASIS window opens, use the graphic on page 2-2 to identify the various parts of the application window. Notice the familiar parts of a Windows application title bar, such as minimize, maximize, and close buttons in the upper right corner of the window. Below the title bar is the menu bar and below the menu bar are one or more toolbars. At the bottom of the window is the status bar.

The NASIS application window includes three primary panels: the Explorer Panel, the Editor Panel, and the Message Panel. The six NASIS object types are accessible from the Explorer Panel: Queries, Tables, Reports, Interpretations, Calculations/Validations, and Exports. NASIS objects are selected from the Explorer Panel and opened and worked on in the Editor Panel.

The menu bar includes four menus: the NASIS Menu, the Explorer Menu, the Editor Menu, and the Help Menu. There are four toolbars: the NASIS Toolbar, the Explorer Toolbar, the Editor Toolbar, and the Table Toolbar. The Explorer Menu and Toolbar change depending on which object has the focus in the Explorer Panel. There is a separate Explorer Menu and Toolbar for each of the six NASIS object types. Also, the Editor Menu and Toolbar change depending on the object that is opened in the Editor Panel. Notice that some menu items and toolbar buttons are "grayed out," which means they are not active. Items and buttons will be active or not, depending on the changing context of view within the application window, as described in this chapter.

Navigation, menu, toolbar, and other controls described in this chapter refer to the use of the mouse. Keyboard "hot keys," which are available to do most everything that can be done with the mouse, are listed at the end of this chapter. Keyboard shortcuts for menu items are also displayed within the menus.

## Opening Screen:

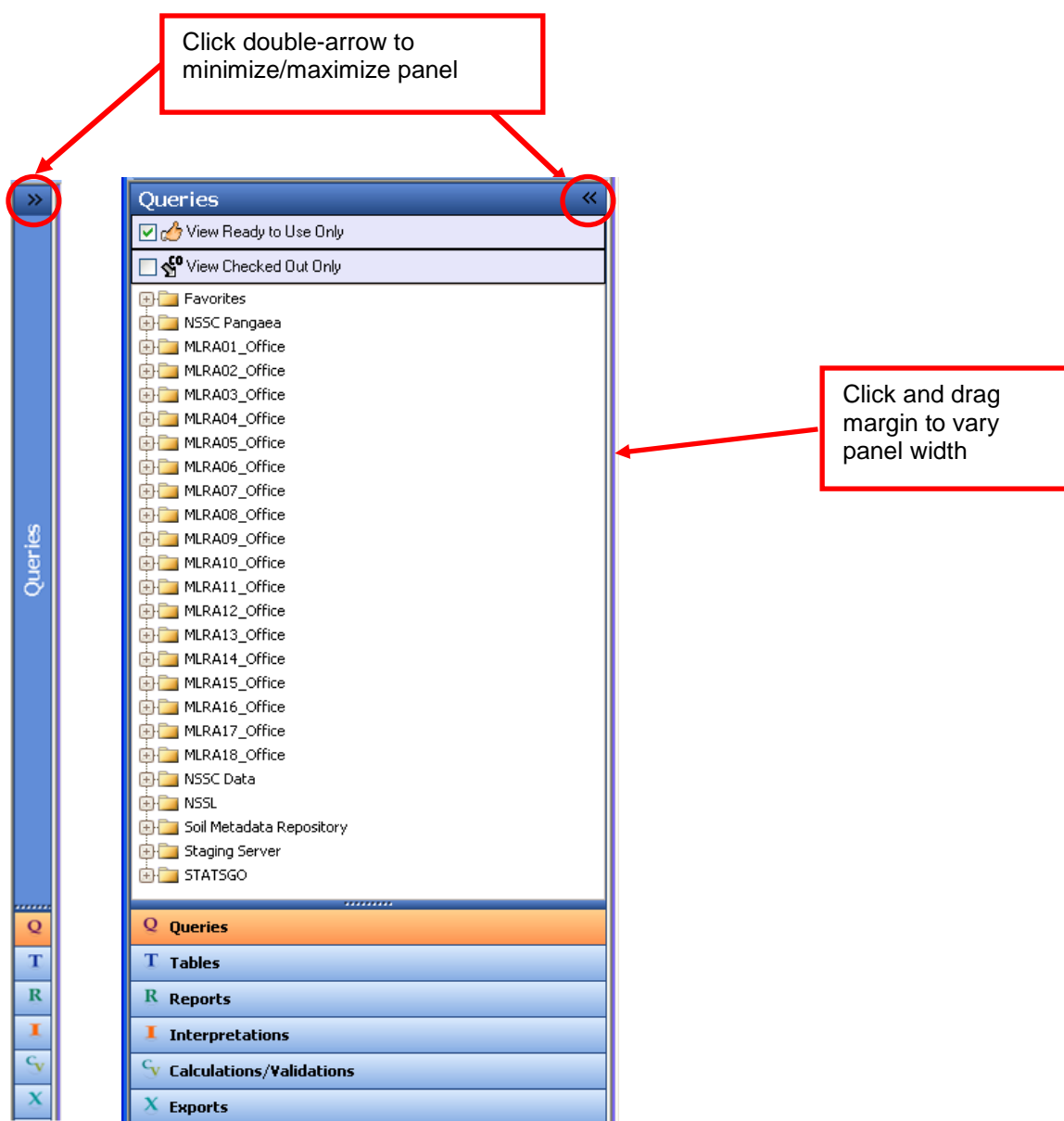


- The title bar contains the maximize, minimize, and close icons.
- There are three panels within the NASIS window: the Explorer, Editor, and Message Panels.
- There are four basic menus: the NASIS, Explorer, Editor, and Help Menus.
- There are four toolbars in NASIS: the NASIS, Explorer, Editor, and Table Toolbars.
- There are six objects: Queries, Tables, Reports, Interpretations, Calculations/Validations, and Exports.
- Upon first starting NASIS, the NASIS Toolbar is visible by default. This and other toolbars can be customized to user specifications.

## Explorer Panel

The Explorer Panel provides navigation between the NASIS object types (Queries, Tables, Reports, Interpretations, Calculations/Validations, and Exports) and subobjects. The items displayed in the panel change depending on which object is selected at the bottom of the panel. The various items are arranged in a “tree” fashion similar to file folders in Windows Explorer. The respective Explorer Toolbar for each object type is displayed at the top of the Explorer Panel.

The width of the Explorer Panel can be varied by clicking and dragging the right margin of the panel. The panel can be minimized (or made to auto-hide) by clicking the double-arrow button in its upper right corner and returned to maximum view using the same button. These actions provide more or less screen territory for the Editor Panel.



## **Editor Panel**

The Editor Panel is the area of the application window where an open NASIS object is displayed and manipulated. Multiple objects can be opened in the Editor Panel at the same time. Each open object is contained within a separate tab across the top of the Editor Panel. The name on each tab identifies the object, and the icon at the left on each tab indicates the object type. An open object that has the focus can be closed by clicking the “x” at the upper right of the Editor Panel (not to be confused with the “x” in the bright red box at the right end of the window title bar which, when clicked, closes the NASIS application).

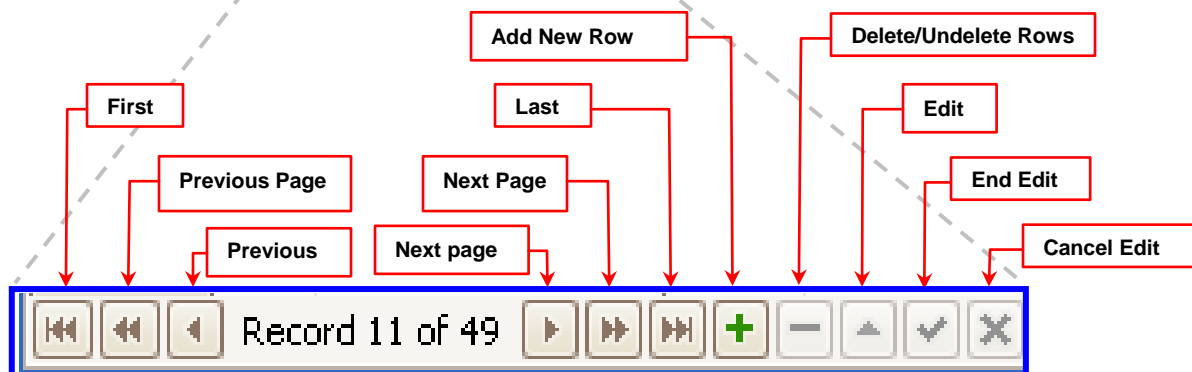
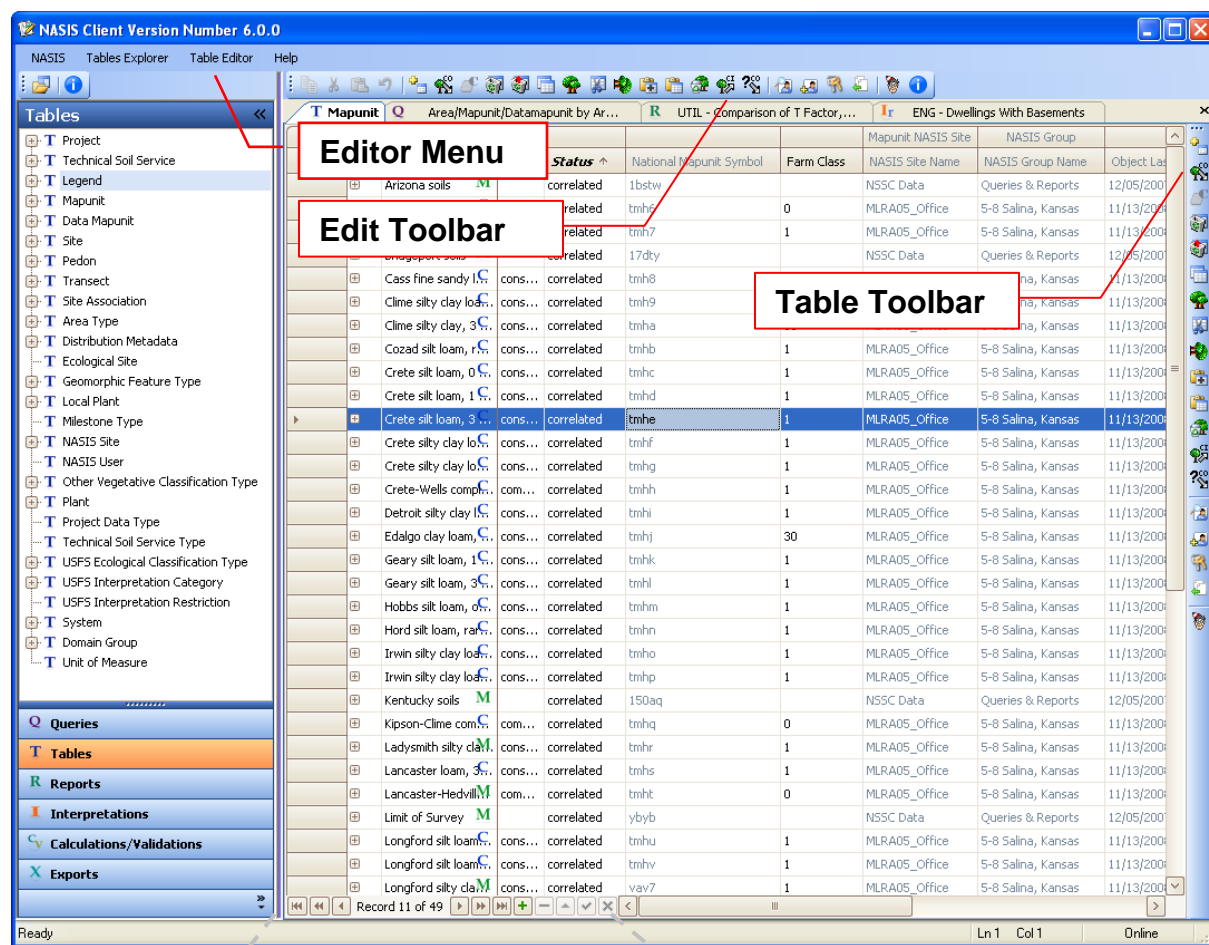
The Editor Menu and Toolbar change depending on the type of object contained in the tab that has the focus in the Editor Panel. The NASIS application includes an Editor Menu and Toolbar for each of the six primary NASIS object types: Queries, Tables, Reports, Interpretations, Calculations/Validations, and Exports.

In the graphic on the following page, notice that the Editor Panel contains the following open objects: Table-“Mapunit,” Query-“Area/Mapunit/Datamapunit...,” Report-“UTIL – Comparison ...,” and Interpretation Rule-“ENG – Dwellings With Basements.” Note the icons corresponding to each object type displayed to the left of the object name in each tab. Notice also that the table “Mapunit” has the focus.

When the focus in the Editor Panel is on a table object, a series of buttons become visible at the bottom of the panel. These buttons provide a variety of table navigation and edit functions. The NASIS application window also displays a Table Toolbar when the focus is on a table object.

The Editor Menus and Toolbars and Table Toolbar are described later in this chapter.

(No significant screen changes were made between 6.0 and 6.1.)

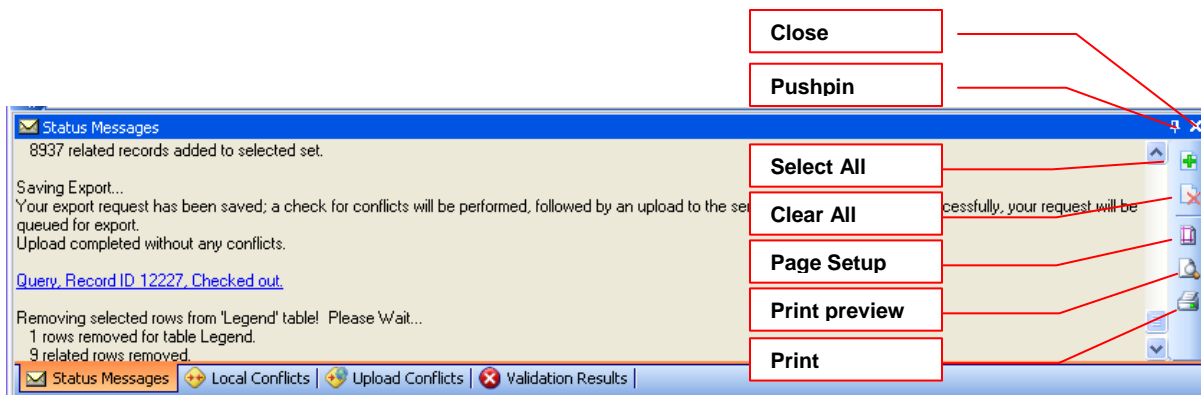
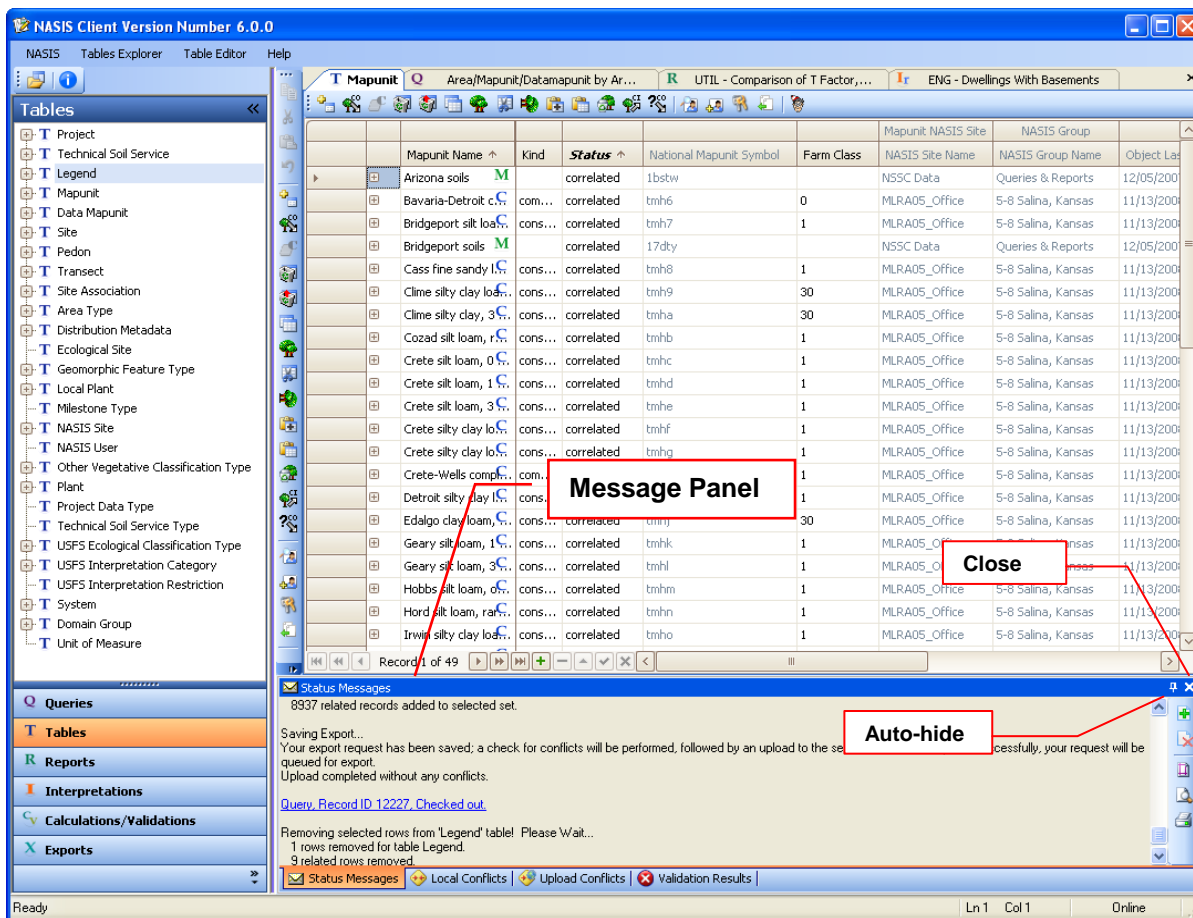


## **Message Panel**

The Message Panel provides information on the status and results of active and completed application processes, such as querying data, running reports, copy/paste operations, local and upload conflicts, validations, and synchronizing data. It displays one of the four message panels: Status Messages, Local Conflicts, Upload Conflicts, or Validation Results. To change to another message panel, click on the tab for that panel at the bottom of the Message Panel. Within each tab, messages accumulate throughout the NASIS session. The most current information is always at the bottom. At the right side of the Message Panel is a toolbar to assist in the management of the messages.

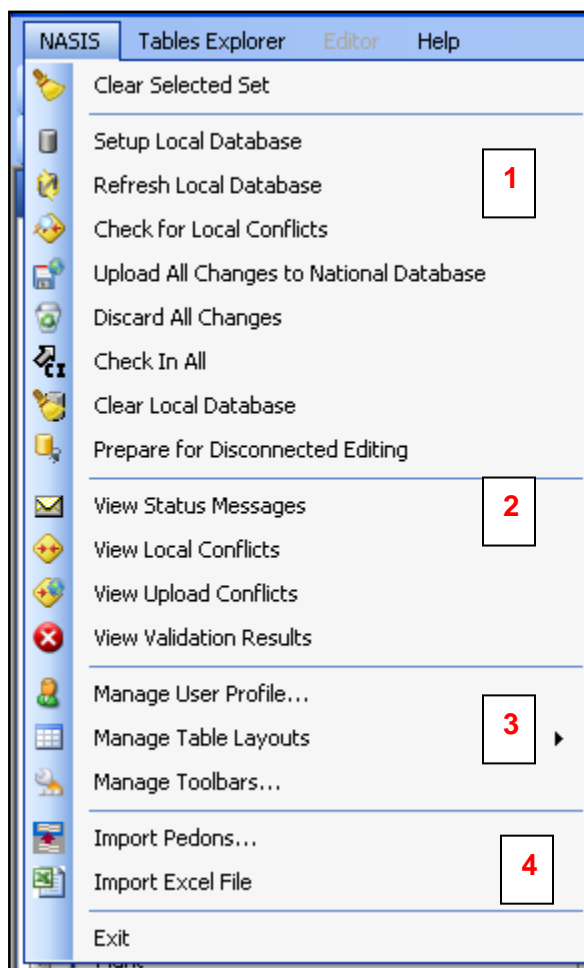
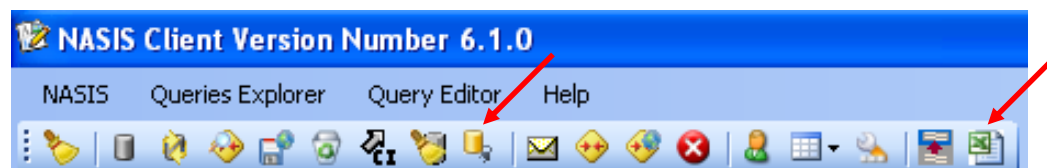
Clicking on the “pushpin” icon at the right of the Message Panel title bar (blue bar) turns on auto-hide for the panel. If auto-hide is on, the Message Panel will collapse when the focus is on the Editor Panel. Clicking on the “x” at the upper right closes the Message Panel. The panel can be restored by going to the NASIS Menu and choosing one of the four message actions. It may also be docked to another location in the NASIS application or undocked to outside the application window by dragging the title bar to a new location. “Anchor points” appear when the panel is being moved. They show locations within the application window where the panel can be docked.

## NASIS User Guide



## NASIS Toolbar and Menu

The NASIS Toolbar and Menu provide basic functions for managing the data in the local database and selected set.



Each menu has a corresponding toolbar icon. The menu contains the icon and a label for each menu choice. Placing the mouse over a menu item brings a tool tip (mouse over) with a brief description of the item's function.

The NASIS Menu is static. It contains the general functions common to all Explorer panels. The NASIS Menu has four main sections:

1. Operations dealing with the database,
2. Operations dealing with the Message Panel,
3. One menu option to manage the user profile and default group and two menu options to manage the look and feel of the user interface, and
4. The option to import pedon data via PedonPC or Rapid Carbon spreadsheets.

The new icons and menu options in NASIS 6.1 include "Prepare for Disconnected Editing" and "Import Excel Files."

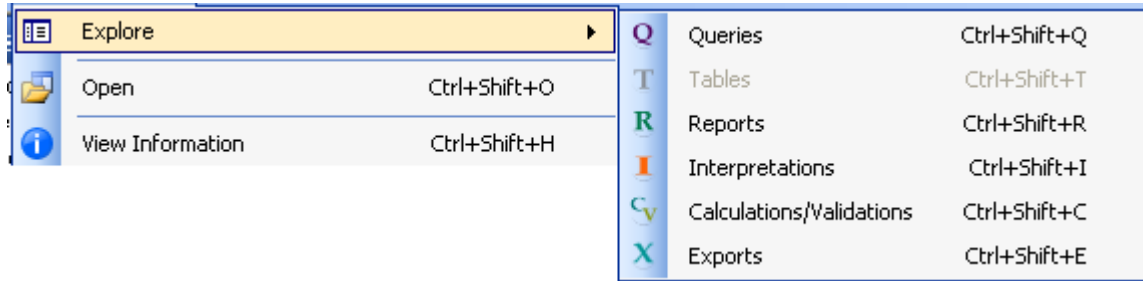
The "Manage User Profile..." item is used to maintain the user phone number, email address, and default NASIS group. Verify that all data are populated and a default NASIS group is assigned.

Windows Login:	AGLD\paul.finnell
Name:	Finnell, Paul R.
Description:	National Database Management Specialist
Phone:	402-437-4136
E-mail Address:	paul.finnell@lin.usda.gov
Default NASIS Site:	NSSC Data
Default NASIS Group:	Agronomy
Object Last Updated:	8/31/2009 2:03:10 PM



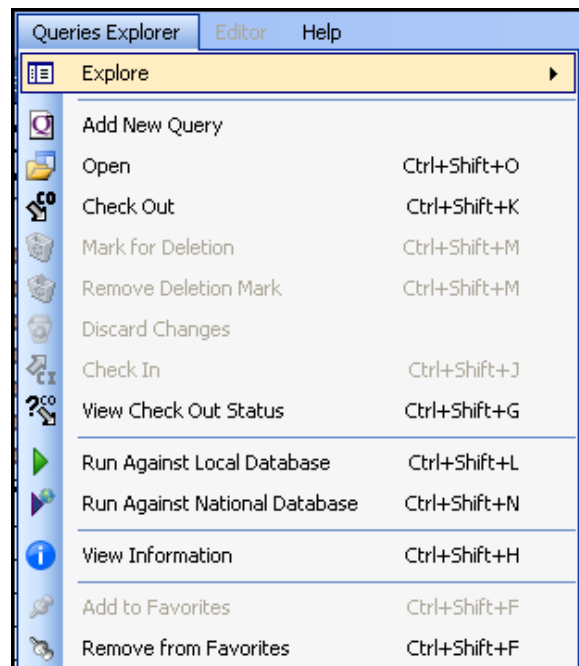
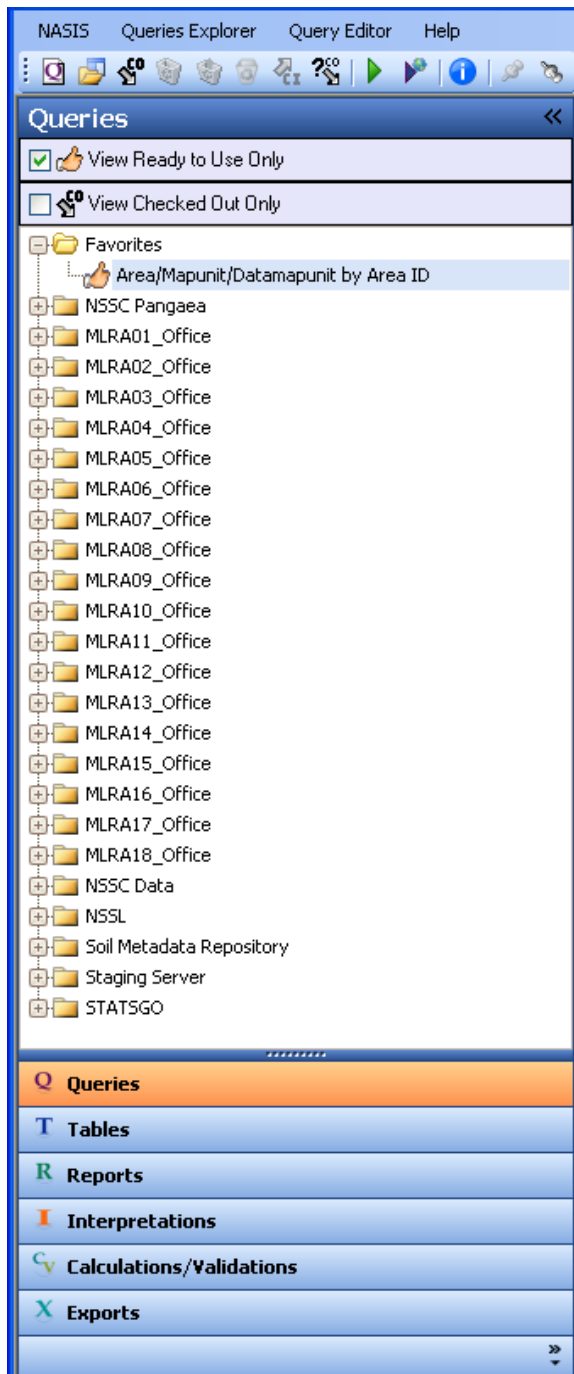
## Explorer Toolbars and Menus

Each Explorer Toolbar and Menu includes an item for changing the focus of the Explorer Panel to a different NASIS object type, thereby changing the Explorer Toolbar and Menu to the corresponding toolbar and menu. The Explorer Toolbars and Menus are tailored to the needs of the specific object type that has the focus in the Explorer Panel. In the menus, each item includes the shortcut keys that can be used to execute the action directly from the keyboard. Each toolbar and menu also has a “View Information” item to open the NASIS Help Menu and display data dictionary information about the object.



## Queries Explorer Toolbar and Menu

The Queries Explorer Toolbar and Menu provides the tools necessary to manage and run a query. Toolbar icons and menu items are highlighted or dimmed based on the user's actions. The Queries Explorer Toolbar is above the Explorer Panel.

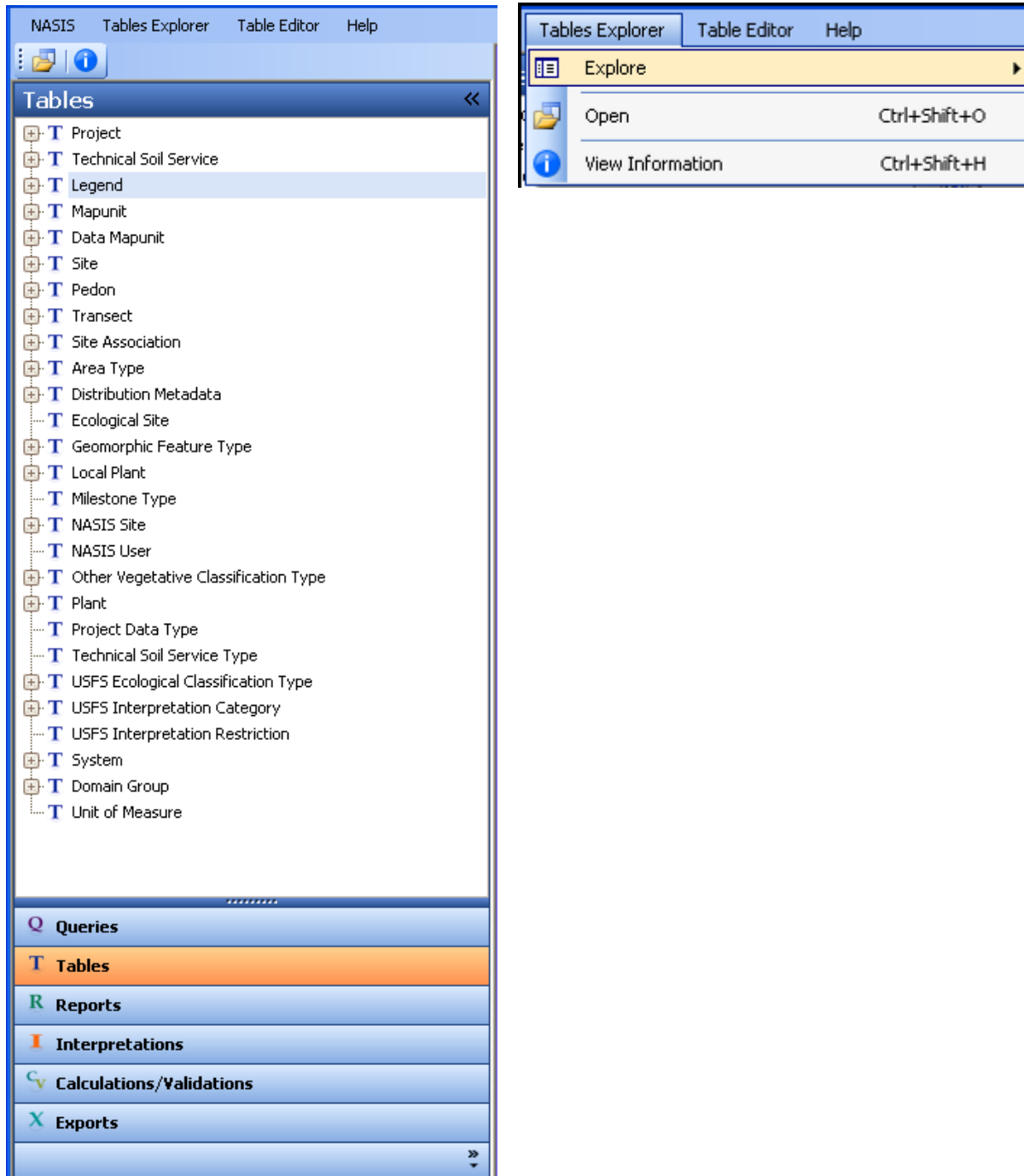


In the Queries Explorer Panel, check boxes allow viewing only those queries that are “ready to use” and/or that are “checked out.”

Note that the Queries Explorer Panel contains a Favorites folder. This folder allows the user to identify and manage frequently used queries from any site. Menu and icon choices are available to add or remove queries in the Favorites folder.

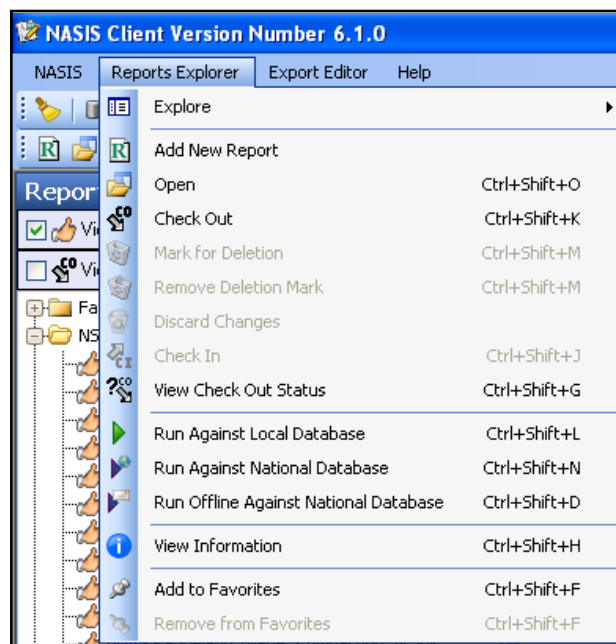
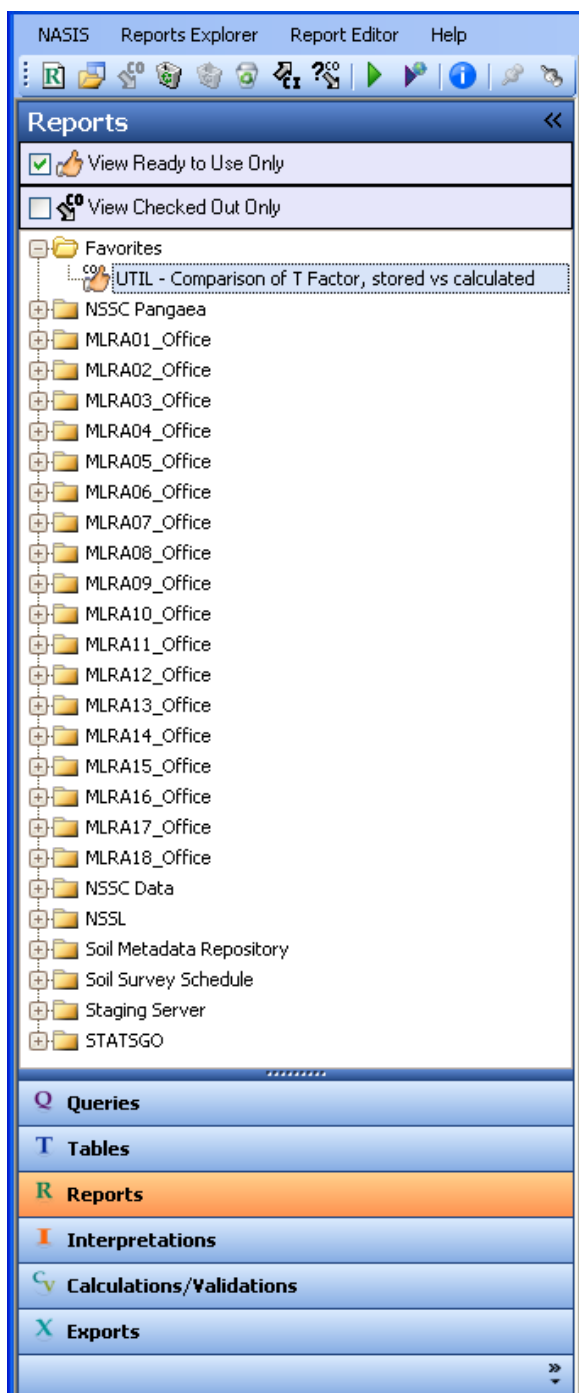
## Tables Explorer Toolbar and Menu

The Tables Explorer Toolbar and Menu are used to open the selected table in the Editor Panel. The Tables Explorer Toolbar is above the Explorer Panel.



## Reports Explorer Toolbar and Menu

The Reports Explorer Toolbar and Menu are used to manage and run a report. Toolbar icons and menu items are highlighted or dimmed based on the user's actions. The Reports Explorer Toolbar is above the Explorer Panel.



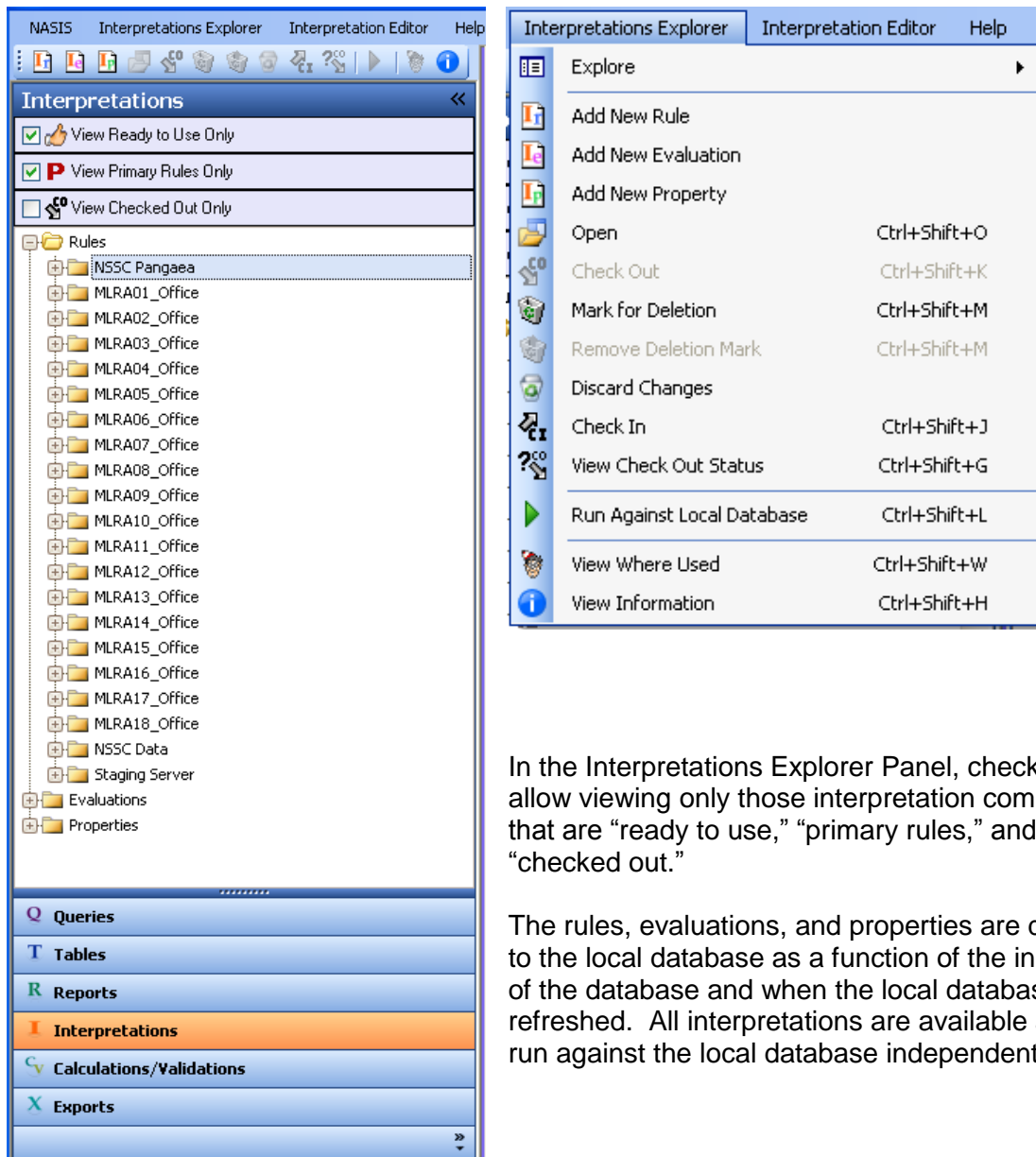
In the Reports Explorer Panel, check boxes allow viewing only those reports that are “ready to use” and/or that are “checked out.”

Note that the Reports Explorer Panel contains a Favorites folder. This folder allows the user to identify and manage frequently used reports from any site. Menu and icon choices are available to add or remove reports in the Favorites folder.

NASIS 6.1 includes the ability for a report to be run offline against the national database. This feature allows the user to send a report to the national server and retrieve the result via email. This process releases the NASIS screen, allowing the user to continue work.

## Interpretations Explorer Toolbar and Menu

The Interpretations Explorer Toolbar and Menu are used to manage the rules, evaluations, and properties that constitute interpretations. Toolbar icons and menu items are highlighted or dimmed based on the user's actions. The Interpretations Explorer Toolbar is above the Explorer Panel.

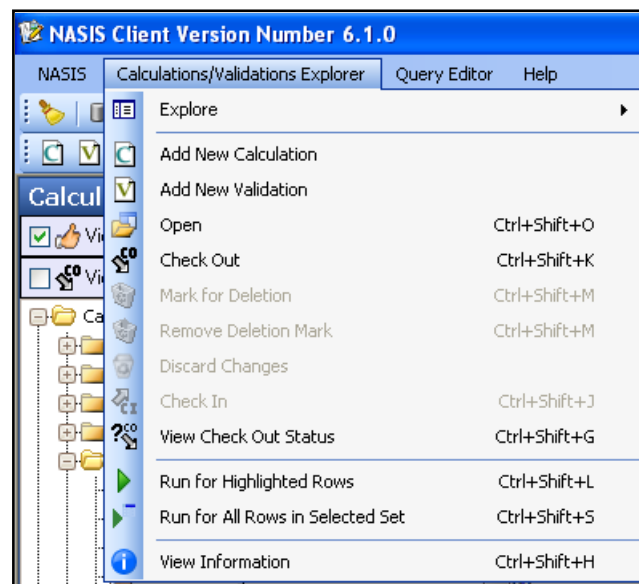
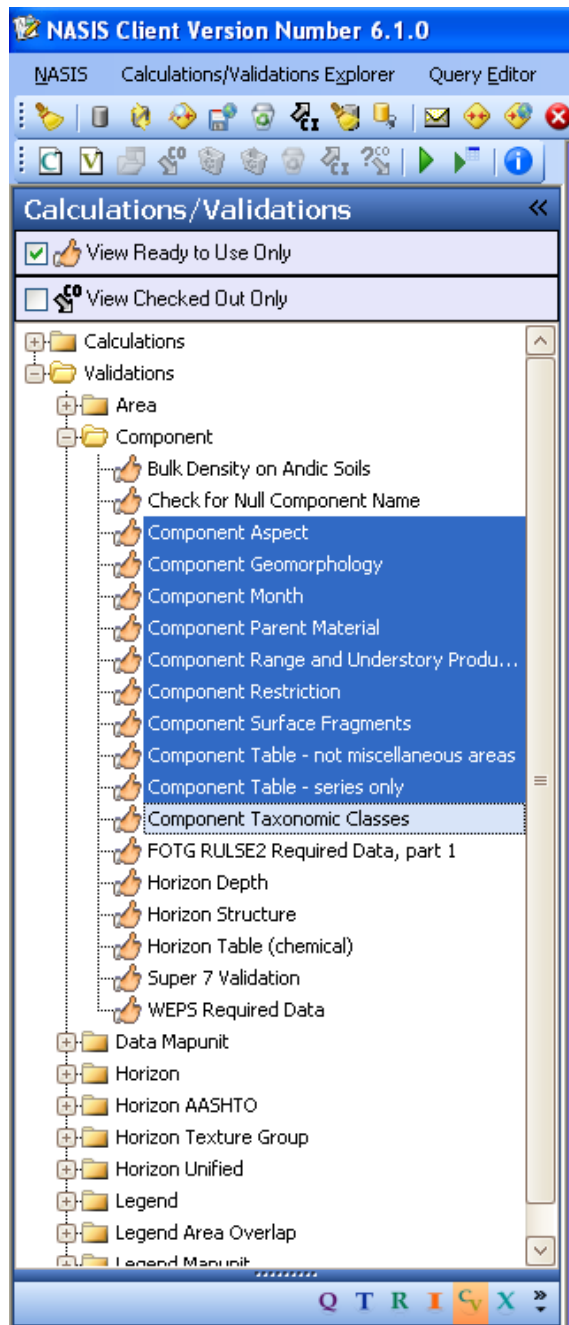


In the Interpretations Explorer Panel, check boxes allow viewing only those interpretation components that are “ready to use,” “primary rules,” and/or “checked out.”

The rules, evaluations, and properties are downloaded to the local database as a function of the initialization of the database and when the local database is refreshed. All interpretations are available and can be run against the local database independent of a report.

## Calculations/Validations Explorer Toolbar and Menu

The Calculations/Validations Explorer Toolbar and Menu are used to manage calculations and validations by those with permission and to run calculations and validations by all users. Toolbar icons and menu items are highlighted or dimmed based on the user's actions. The Calculations/Validations Explorer Toolbar is above the Explorer Panel.

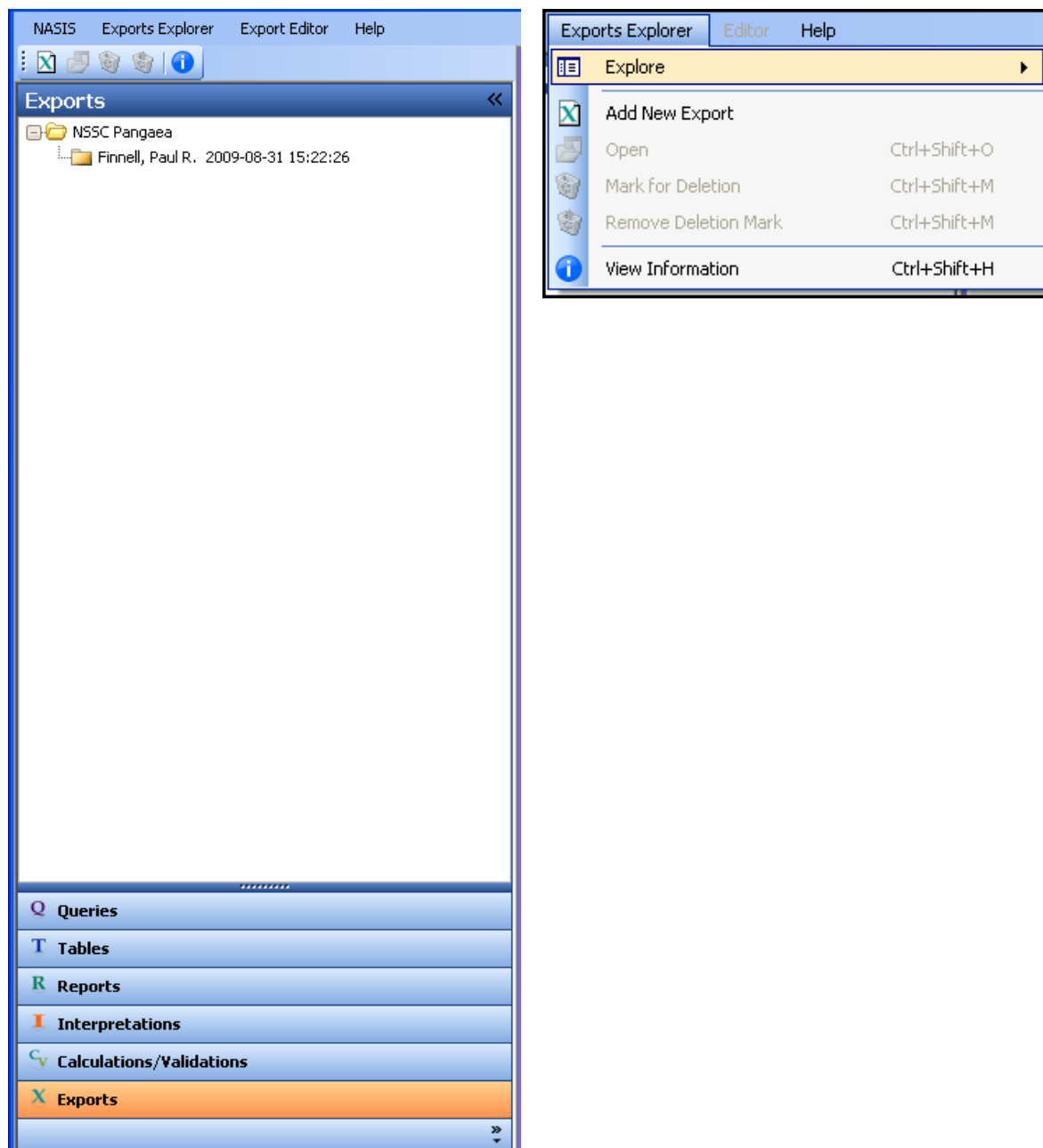


As described later in this chapter, calculations and validations are run against a subset of the selected set (specific rows that are selected in the Table Editor).

In NASIS 6.1, two options were added to this object. The user can run a single calculation or validation or run multiple calculations or validations concurrently. In addition, calculations and validations can be run on the highlighted records or run on all rows in the selected set.

## Exports Explorer Toolbar and Menu

The Exports Explorer Toolbar and Menu are used to define export parameters and otherwise manage exports. Toolbar icons and menu items are highlighted or dimmed based on the user's actions. The Exports Explorer Toolbar is above the Explorer Panel.



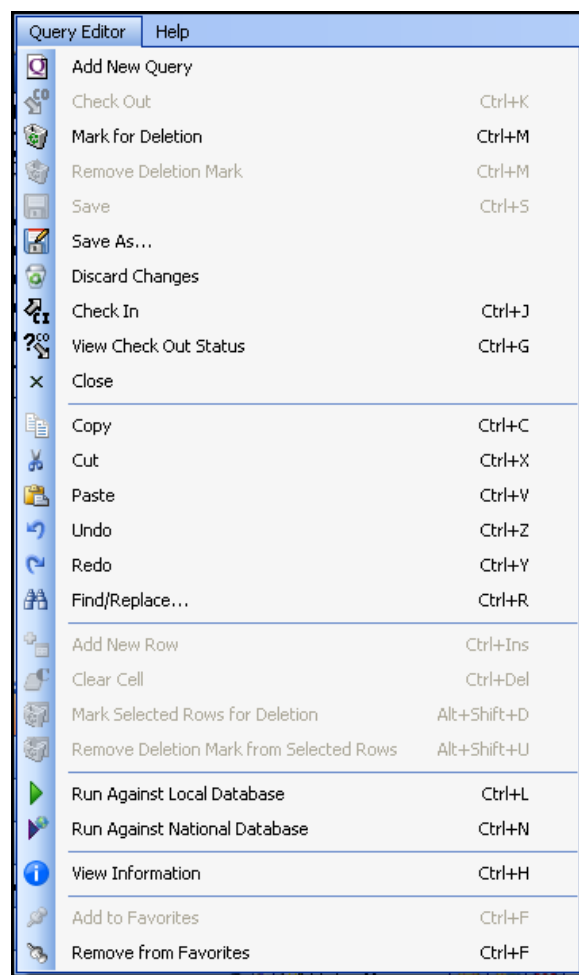
## Editor Toolbar and Menus

The Editor Toolbars and Menus are designed to assist the user in editing the specific object types in the Explorer Panel. There is a separate Editor Toolbar and Menu for each NASIS object type. Every item in a menu has a corresponding button on the toolbar that performs the same action. In the menus, each item displays the shortcut keys that can be used to execute the action directly from the keyboard. Each toolbar and menu also has a “View Information” item to open the NASIS Help Menu and display data dictionary information about the object.

The Editor Toolbar and Menu that are displayed change depending on the object type that has the focus in the Editor Panel. Toolbar buttons and menu items are highlighted or dimmed based on the user’s actions.

## Query Editor Toolbar and Menu

The Query Editor Toolbar and Menu provides the tools necessary to manage and execute NASIS queries. The Editor Toolbar is above the Edit Panel (by default).



The Query Editor Toolbar and Menu allows a user to add a new query or edit an existing query. An existing query is opened in the Editor Panel using the Queries Explorer Menu or Toolbar or by double clicking on the query name in the Queries Explorer Panel. If a query is selected in the Queries Explorer Panel, the query can be marked or unmarked for deletion, using the “Marked for Deletion” option or the “Remove the Deletion Mark” option. If a query is open in the Editor Panel, the user can simply save the query edits (“Save” option) or save the edits under a new report name (“Save As” option), thus preserving the original query. When editing a query, the user has the familiar copy, cut, paste, undo, redo, and find/replace functions.

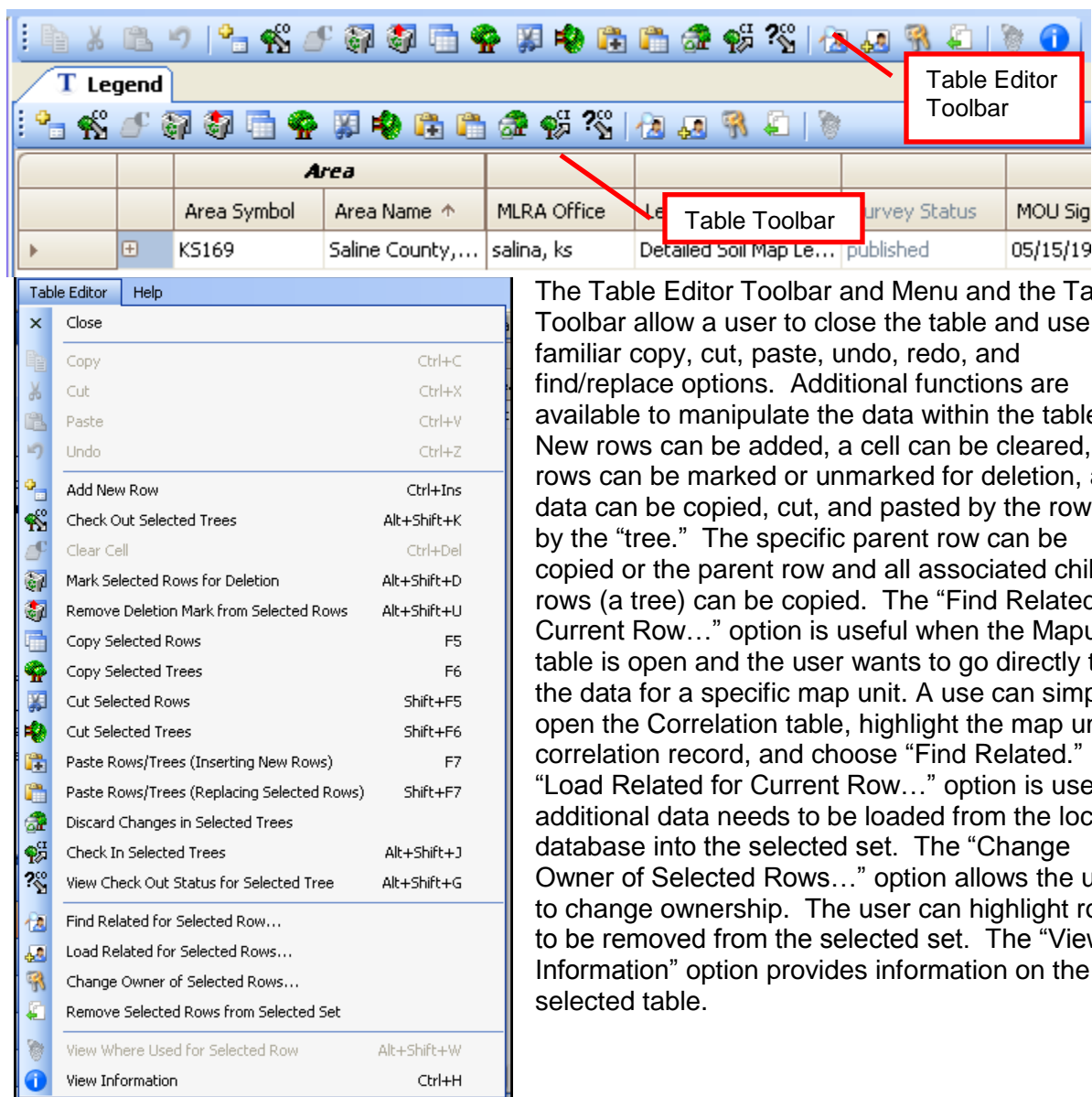
From both the menu and the toolbar, a user can run the selected query against the local database or run the selected query against the national database. Also, the user can choose to add the selected query to or delete it from the Favorites list.

Right clicking on the query name in the Explorer Panel displays the menu used to execute many of the above actions.



## Table Editor Toolbar and Menu and Table Toolbar

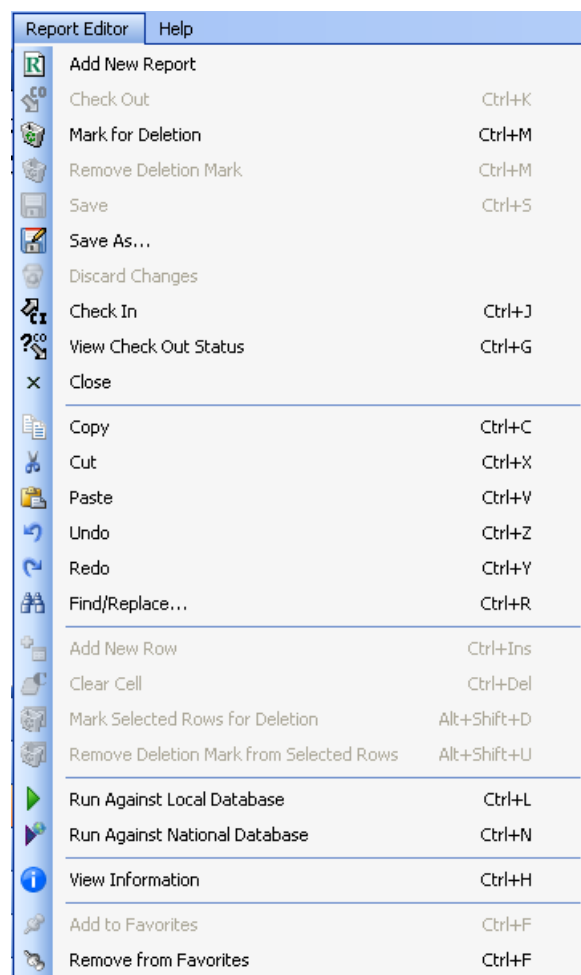
The Table Editor Toolbar and Menu and the Table Toolbar provide the tools necessary to manage tables in the Editor Panel and create records and edit data in a table. The Table Editor Toolbar is above the Editor Panel (by default). The Table Editor Toolbar and the Table Toolbar are similar toolbars. The Table Toolbar is functional only when a table has the focus in the Editor Panel.



The Table Editor Toolbar and Menu and the Table Toolbar allow a user to close the table and use the familiar copy, cut, paste, undo, redo, and find/replace options. Additional functions are available to manipulate the data within the table. New rows can be added, a cell can be cleared, rows can be marked or unmarked for deletion, and data can be copied, cut, and pasted by the row or by the "tree." The specific parent row can be copied or the parent row and all associated child rows (a tree) can be copied. The "Find Related for Current Row..." option is useful when the Mapunit table is open and the user wants to go directly to the data for a specific map unit. A user can simply open the Correlation table, highlight the map unit correlation record, and choose "Find Related." The "Load Related for Current Row..." option is useful if additional data needs to be loaded from the local database into the selected set. The "Change Owner of Selected Rows..." option allows the user to change ownership. The user can highlight rows to be removed from the selected set. The "View Information" option provides information on the selected table.

## Report Editor Toolbar and Menu

The Report Editor Toolbar and Menu provide the tools necessary to manage reports. The Report Editor Toolbar is above the Editor Panel (by default).



An existing report is opened in the Editor Panel using the Reports Explorer Toolbar or Menu or by double clicking on the report name in the Reports Explorer Panel. The Report Editor Toolbar and Menu allow a user to create a new report. A user can simply save the report edits (“Save” option) or save the edits under a new report name (“Save As” option), thus preserving the original report. The user can close a selected report. When editing a report, the user has the familiar copy, cut, paste, undo, redo, and find/replace functions.

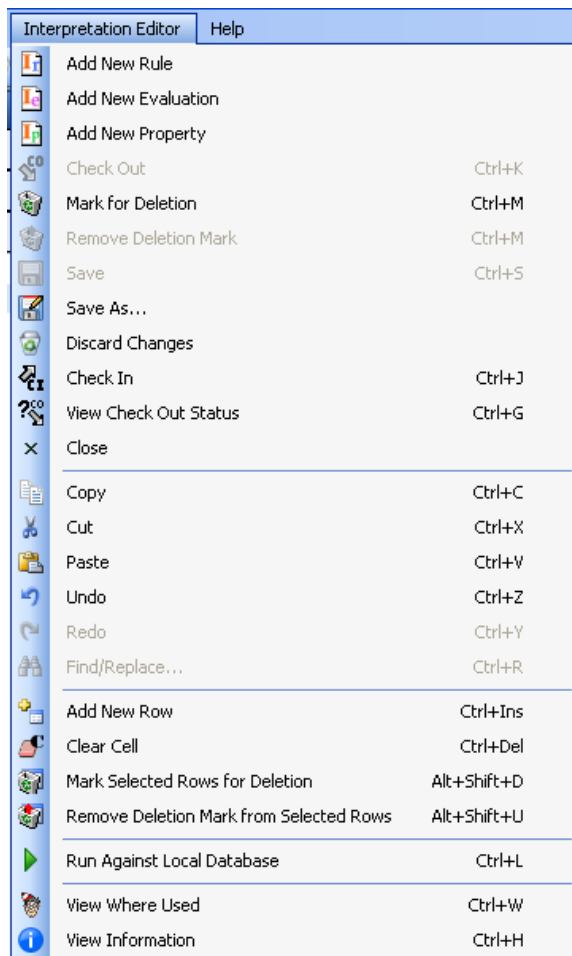
The user can also choose “Run Against Local Database” or “Run Against National Database.” The user can view information about the report table. In addition, the user can choose to add the selected report to the Favorites list or remove it from that list.

**NOTE:** Use caution when running reports against the national database. Reports run against the national database should include filters specific to the data needed.

If a report is selected in the Reports Explorer Panel, the user can mark that report for deletion or remove the deletion mark.

## Interpretation Editor Toolbar and Menu

The Interpretation Editor Toolbar and Menu provide the tools necessary to manage interpretation rules, evaluations, and properties. The Interpretation Editor Toolbar is above the Editor Panel (by default).

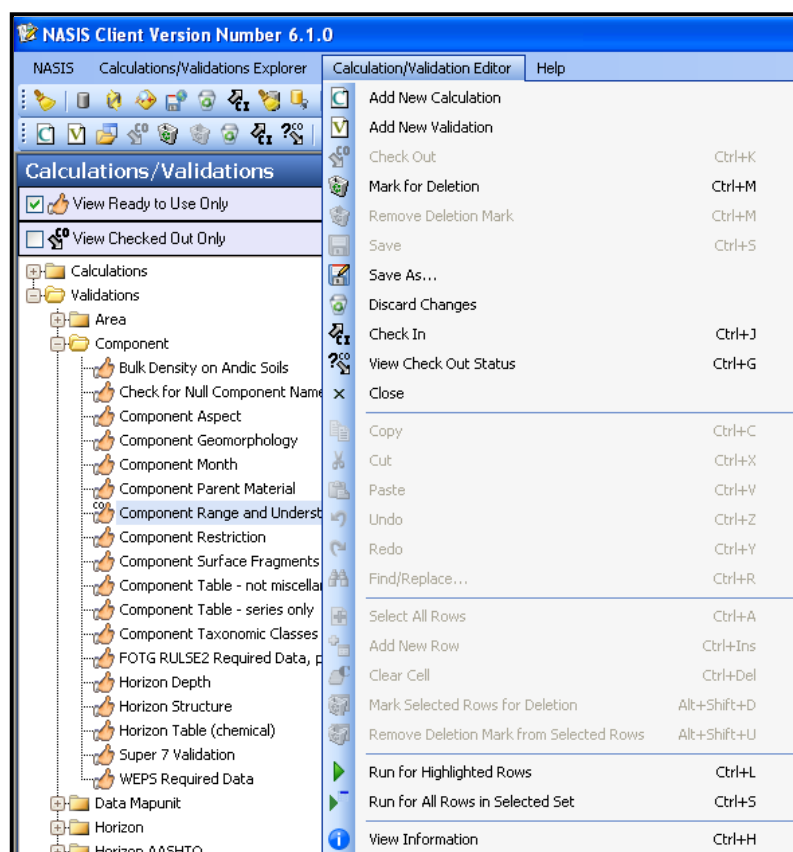


An existing interpretation rule, evaluation, or property is opened in the Editor Panel using the Interpretation Explorer Toolbar or Menu. The Interpretation Editor Toolbar and Menu also allow a user to create a new rule, evaluation, or property. A user can simply save the edits ("Save" option) or save the edits under a new report name ("Save As" option), thus preserving the original version. When editing a rule, evaluation, or property, a user has the familiar copy, cut, paste, undo, redo, and find/replace functions. The user can also choose to see the results of the interpretation by choosing "Run Against the Local Database."

If a rule, evaluation, or property is selected in the Interpretation Explorer Panel, the user can mark that object for deletion or remove the deletion mark.

## Calculation and Validation Editor Toolbar and Menu

The Calculation/Validation Editor Toolbar and Menu provide the tools necessary to manage NASIS calculations and validations. The Calculation/Validation Editor Toolbar is above the Editor Panel (by default).



An existing calculation or validation is opened in the Editor Panel using the Calculation/Validation Explorer Toolbar or Menu. The Calculation/Validation Editor Toolbar and Menu also allow an authorized user to create a new calculation or validation. An authorized user can simply save the edits ("Save" option) or save the edits under a new report name ("Save As" option), thus preserving the original calculation or validation. When editing a calculation, the user has the familiar copy, cut, paste, undo, redo, and find/replace functions.

Any user can run the selected calculation or validation by choosing "Run Against Local Database." Calculations and validations are run against a subset of the selected set

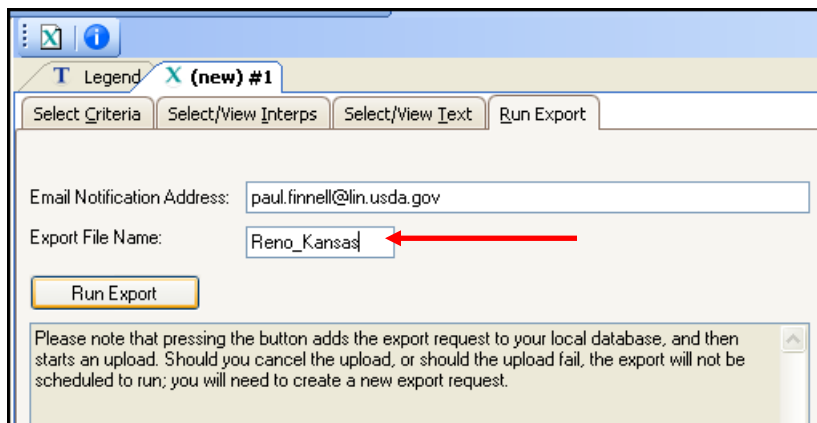
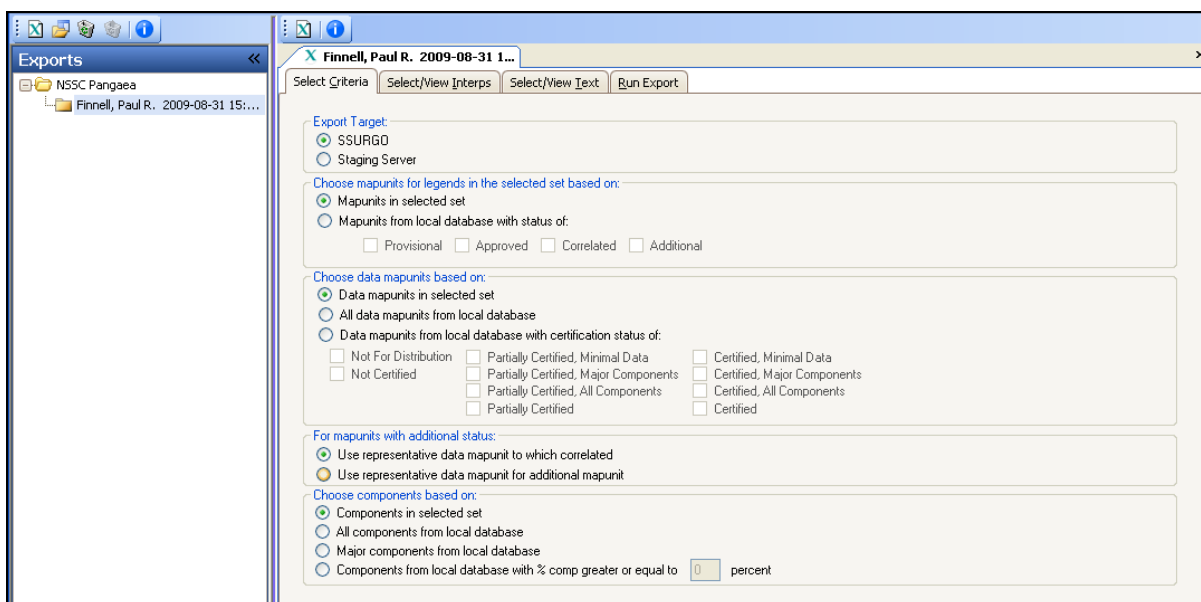
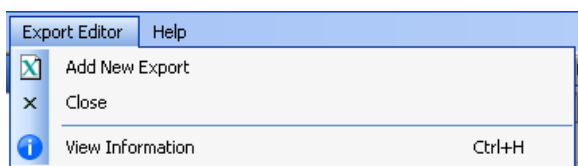
(specific rows that are selected in the Table Editor). The "Run for Highlighted Rows" and "Run for All Rows in Selected Set" menu items run the calculation or validation against the appropriate data, not against the entire local database.

If a calculation or validation is selected in the Calculation/Validation Explorer Panel, an authorized user can mark that calculation or validation for deletion or remove the deletion mark.

## Export Editor Toolbar and Menu

The Export Editor Toolbar and Menu provide the tools necessary to manage NASIS export. The Export Editor Toolbar is above the Editor Panel (by default).

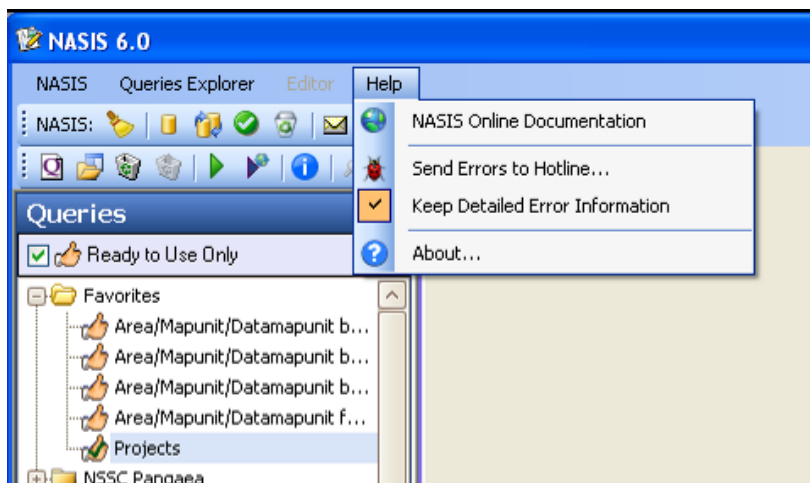
An existing export is opened in the Editor Panel by double clicking on the export in the Export Explorer Panel. The Export Editor Toolbar and Menu allow the user to create a new export. The Export Editor Panel is used to identify the export target and the specific export parameters and to run the export. The Export Editor Panel has four tabs that allow the user to set the export parameters, identify the interpretations and text field to include with the export, and to run the export. All users can run SSURGO exports. Only authorized users can run Staging Server exports.



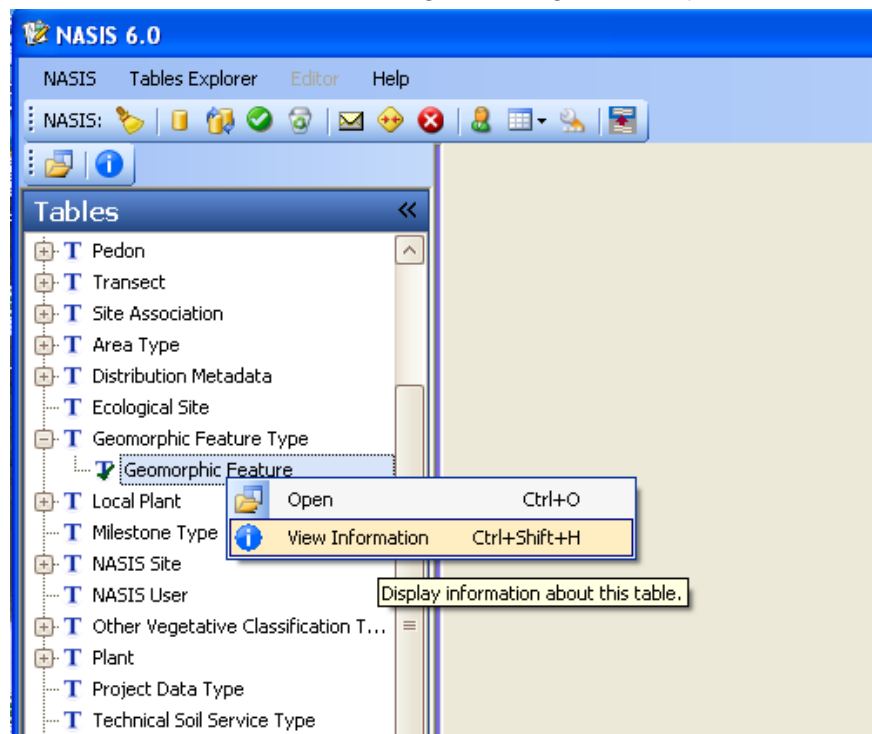
NASIS 6.1 provides the ability to assign a specific "Export File Name."

## NASIS Help Menu

Two forms of help are available from the NASIS application window: online documentation and data dictionary information about specific NASIS objects. The Help Menu provides access to NASIS online documentation maintained on the NRCS Soils website. The Help Menu also allows a user to send error reports to the NASIS hotline.



Data dictionary information about NASIS objects is accessed two ways. All Explorer and Editor Toolbars and Menus have a “View Information” choice. Right clicking on an object name in the Explorer Panel and on column headers and other key places in the Editor Panel displays pop-up menus that also have a “View Information” choice. In this graphic, right clicking on “Geomorphic Feature” from the Tables Explorer Panel displays the pop-up menu and the “View Information” choice.



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The “View Information” choice opens a browser window and displays detailed information contained in the NASIS data dictionary about the target object. Hyperlinks within the browser point to additional information. The graphic below illustrates the Geomorphic Feature Type table accessed from the View Menu.

Information for Table "geomorfeatype"

**Table Attributes**

Attribute Name	Attribute Value
NASIS Business Object Name	Geomorph Feat Type
Table ID	1182
Table Physical Name	geomorfeatype
Table Logical Name	geomorph_feature_type
Table Label	Geomorphic Feature Type
Primary Key Column Physical Name	geomfid

**Alternate Unique Constraints (column physical name, ...):**  
(geomfname)

**Table Description:**  
The Geomorphic Feature Type table lists the kinds of geomorphic features (landscapes, landforms, etc.) available to users as choice lists in the Geomorphic Description system.

**Columns**

Default Sequence	Column Physical Name	Foreign Key Column?	Column Group Label	Column Label
1	<a href="#">geomfname</a>	No		Feature Type
2	<a href="#">geomfidesc</a>	No		Description
3	<a href="#">obterm</a>	No		Obsolete?
4	<a href="#">fieldcode</a>	No		Field Code
5	<a href="#">notes</a>	No		Notes
6	<a href="#">geomfidbndref</a>	Yes	Geomorphic Feature Type NASIS Site	One or more columns from a related table are displayed in lieu of this foreign key column.

The columns you see in NASIS, and the order of those columns, may not match what is shown in the table above. For a table implemented as a spreadsheet, you may have rearranged the order of the columns in that table, and you may have hidden one or more columns in that table. For a table implemented as a form, the columns may not have been laid out in the same order as shown in the table above, and not all of the columns in that table may have been included on that form.

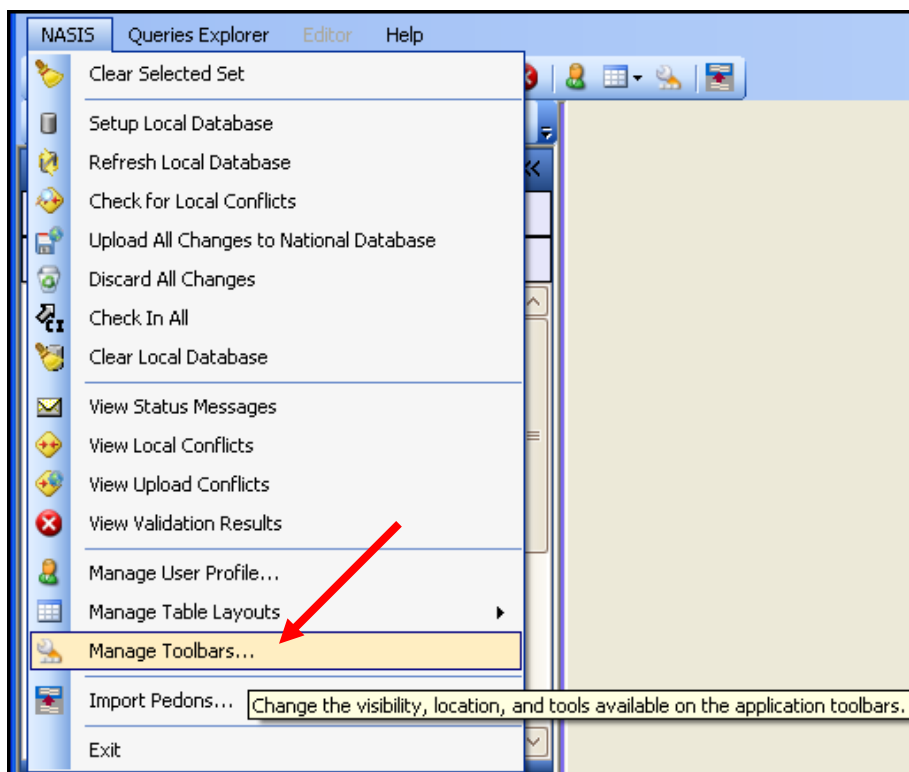
**Related Parent Tables**

Table Label	NASIS Business Object Name	Relationship Name	Find/Load Related Enabled?
<a href="#">NASIS Group</a>	NASIS Site	default	Yes
<a href="#">NASIS Site</a>	NASIS Site	default	Yes
<a href="#">NASIS User</a>	NASIS User	record_last_updated_by	Yes
<a href="#">NASIS User</a>	NASIS User	object_last_updated_by	No

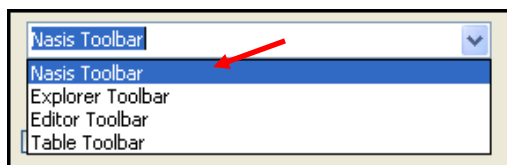
Because it takes a few moments for the View Information browser window to open, once it is opened it should be left open for the duration of the NASIS session so that later access to information is faster.

## Managing NASIS Toolbars

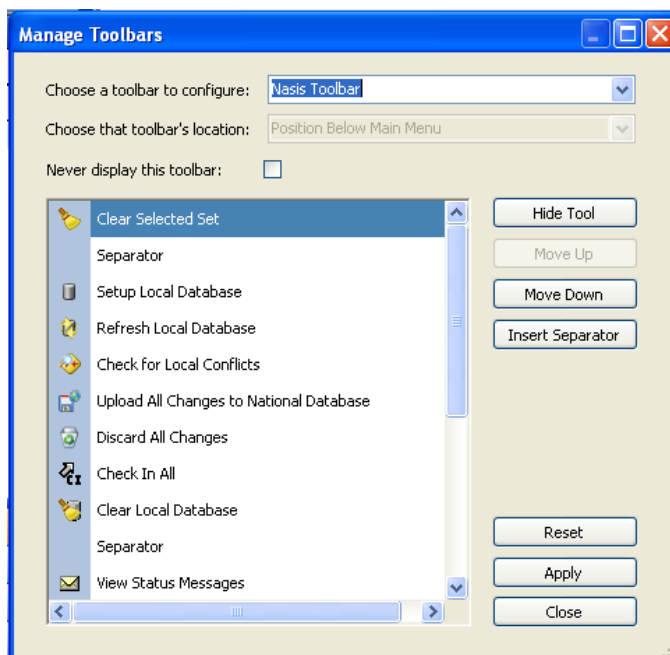
NASIS users have a number of options for managing and customizing toolbars in NASIS. Toolbars can be hidden or docked in new locations within the application window and toolbar buttons can be removed, added, and reordered. Choose the “Manage Toolbars” item from the NASIS Menu or the button on the NASIS Toolbar (see red arrow in the following graphic).



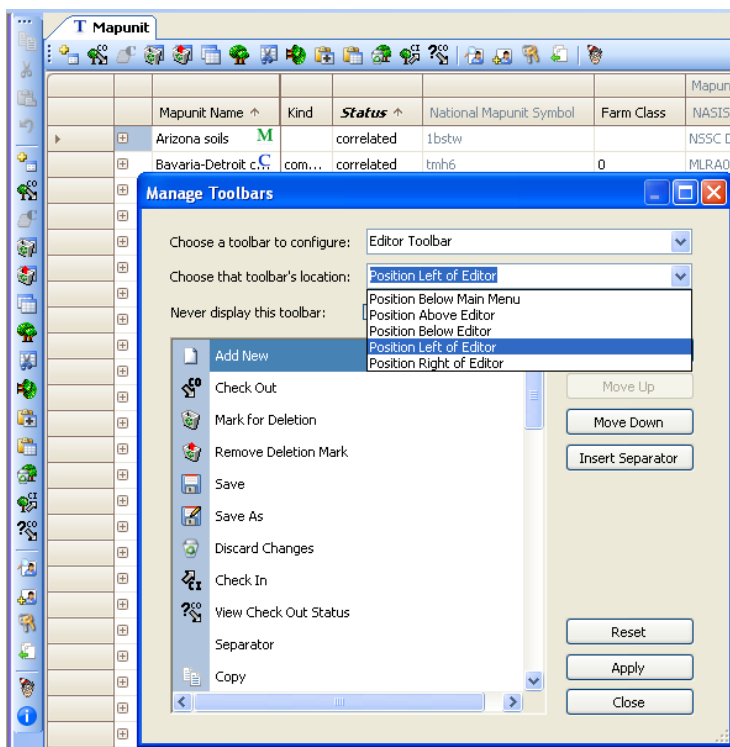
From the Manage Toolbars dialog box, select a toolbar to manage.



The toolbar can be hidden (using “Never display this toolbar”). The toolbar’s buttons can be hidden (using “Hide Tool”) or rearranged (using “Move Up” and “Move Down”).

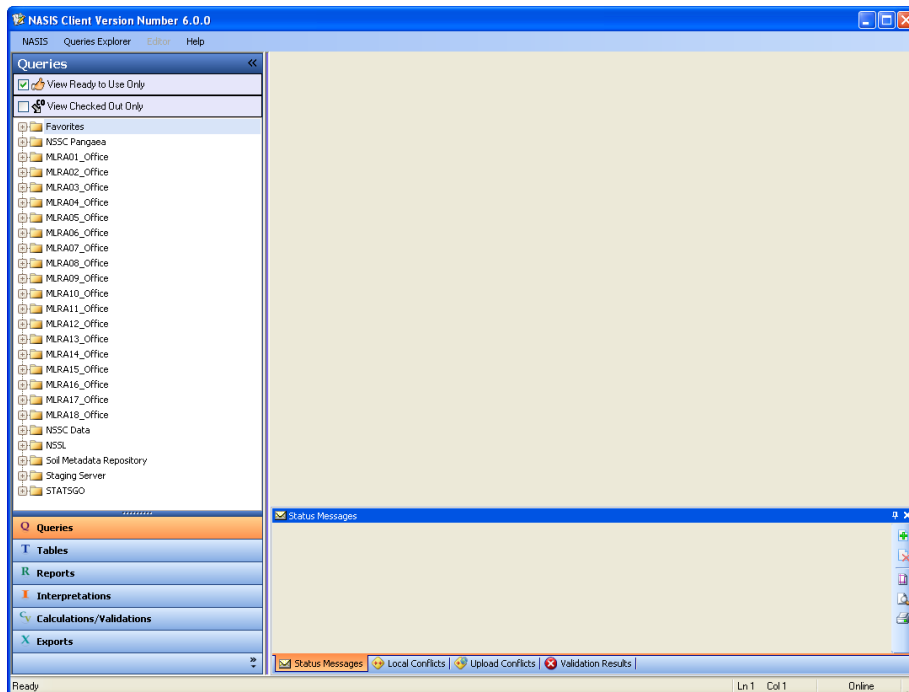






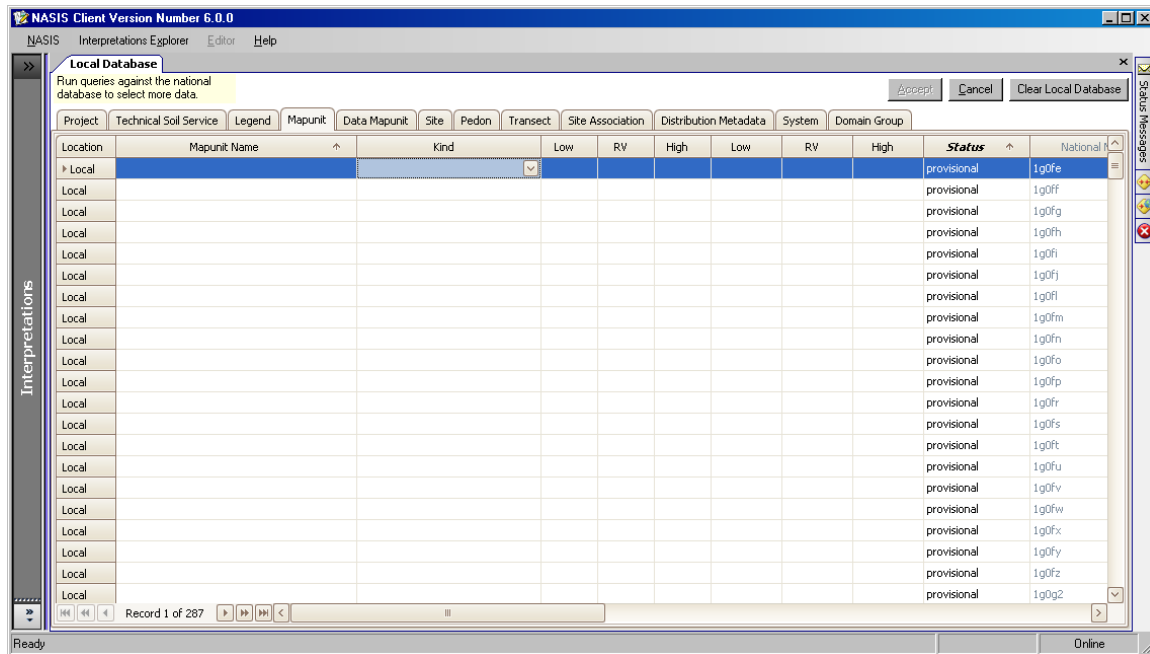
Finally, the toolbar can be docked in a different location (using “Choose that toolbar’s location”).

Because menu items are available for all toolbar buttons, all toolbar actions are still available to the user when a toolbar is hidden. Hiding a toolbar can help increase the amount of screen available for the Explorer, Editor, and Message Panels. The following graphic shows the application window with the toolbars hidden.



## NASIS User Guide

The following graphic shows the application window with the toolbars hidden, “auto-hide” turned on for the Explorer Panel, the Message Panel docked on the right side, and “auto-hide” turned on for the Message Panel.



## NASIS Shortcut Keys

Explorer Menus		Editor Menus		Table Menus	
Ctrl + Shift + A		Ctrl + A	Select All	Alt + Shift + A	
Ctrl + Shift + B		Ctrl + B		Alt + Shift + B	
Ctrl + Shift + C	Explore Calcs	Ctrl + C	Copy	Alt + Shift + C	
Ctrl + Shift + D		Ctrl + D		Alt + Shift + D	Delete
Ctrl + Shift + E	Explore Exports	Ctrl + E		Alt + Shift + E	
Ctrl + Shift + F	Add/Remove Favorite	Ctrl + F	Add/Remove Favorite	Alt + Shift + F	
Ctrl + Shift + G	View Checkout Status	Ctrl + G	View Checkout Status	Alt + Shift + G	View Checkout Status
Ctrl + Shift + H	View Information	Ctrl + H	View Information	Alt + Shift + H	
Ctrl + Shift + I	Explore Interps	Ctrl + I		Alt + Shift + I	
Ctrl + Shift + J	Check In	Ctrl + J	Check In	Alt + Shift + J	Check In
Ctrl + Shift + K	Check Out	Ctrl + K	Check Out	Alt + Shift + K	Check Out
Ctrl + Shift + L	Run Local	Ctrl + L	Run Local	Alt + Shift + U	Undelete
Ctrl + Shift + M	Delete/Undelete	Ctrl + M	Delete/Undelete	Alt + Shift + V	
Ctrl + Shift + N	Run National	Ctrl + N	Run National	Alt + Shift + W	View Where Used
Ctrl + Shift + O	Open	Ctrl + O		Alt + Shift + Y	
Ctrl + Shift + P		Ctrl + P		Alt + Shift + Z	
Ctrl + Shift + Q	Explore Queries	Ctrl + Q		F2	* Edit Cell
Ctrl + Shift + R	Explore Reports	Ctrl + R	Find/Replace	F4	* Open/Close Choice List
Ctrl + Shift + S		Ctrl + S	Save	Ctrl + Insert	Add Row
Ctrl + Shift + T	Explore Tables	Ctrl + T		Ctrl + Delete	Clear Cell
Ctrl + Shift + U		Ctrl + U		F5	Copy Rows
Ctrl + Shift + V		Ctrl + V	Paste	F6	Copy Trees
Ctrl + Shift + W	View Where Used	Ctrl + W	View Where Used	Shift + F5	Cut Rows
Ctrl + Shift + X		Ctrl + X	Cut	Shift + F6	Cut Trees
Ctrl + Shift + Y		Ctrl + Y	Redo	F7	Paste (insert)
Ctrl + Shift + Z		Ctrl + Z	Undo	Shift + F7	Paste (replace)

\* Functions not listed on the menus and toolbars.

F2—When in a cell of a table, F2 can select the whole cell's contents or activate the text cursor for editing in the cell.

F4—When a cell of a table has a drop-down choice list or text editing box, F4 opens or closes this list/box.