For this task	Use
Access Windows menu items	ALT+Underlined character
Perform various client tasks	ALT+[key]
Move through wizard tables, lists, and drop-down lists	ARROW Keys
Insert and delete fields	CTRL+[key]
Select default button	ENTER
Access Help	F1
Move forward thru Tabs	SHIFT+PAGE UP
Move backward thru Tabs	SHIFT+PAGE DOWN
Select or clear check boxes and radio buttons	SPACEBAR
Move forward thru text boxes, check boxes, and radio buttons	TAB
Move backward thru text boxes, check boxes, and radio buttons	SHIFT+TAB