MicroStation's ShortCut Keys

Accelerator Key	Menu Item	Description
Ctrl + N	File > New	Opens the *Create Design File* dialog
Ctrl + O	File > Open	Opens the *Open Design File* dialog
Ctrl + W	File > Close	Closes the active design file and takes you back to the *MicroStation Manager*
Ctrl + S	File > Save	Saves changes made to the file
Ctrl + F	File > Save Settings	Saves your current settings
Ctrl + P	File > Print	Opens the *Plot* dialog
Ctrl + Z	Edit > Undo	Negates the last graphic operation
Ctrl + R	Edit > Redo	Cancels the last undo
Ctrl + X	Edit > Cut	Places the current selection set onto the system clipboard
Ctrl + C	Edit > Copy	Copies the current selection set onto the system clipboard
Ctrl + V	Edit > Paste	Pastes the contents of the clipboard into the file
Ctrl + G	Edit > Group	Creates a group from the current selection set
Ctrl + U	Edit > Ungroup	Drops a selected group
Ctrl + L	Edit > Lock	Locks the element to prevent it from being manipulated
Ctrl + M	Edit > Unlock	Unlocks a previously locked element
Ctrl + I	Element > Information	After selecting an element, the *Element Information* dialog will appear
Ctrl + E	Settings > Level > Display	Activates the *View Levels* dialog
Ctrl + B	Settings > View Attributes	Opens the *View Attributes* dialog
Ctrl + T	Tools > Tool Boxes	Opens the *Tool Boxes* dialog