

# Common Shortcut Keys

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- NEXT BLOCK - ALT + PAGE UP/DOWN  
(CTRL + PAGE UP/DOWN in BANNER 8)
- INSERT - F6
- SAVE - F10
- COPY - F4
- ROLL BACK - F5  
(SHIFT + F7 in BANNER 8)
- SELECT - ALT + S
- TOOLS - ALT + SHIFT + T
- RELATED - ALT + SHIFT + R

Function	Keyboard Shortcut
Next Field / Item	Tab
Previous Field / Item	Shift + Tab
Up	Up Arrow
Down	Down Arrow
Previous Page Up	Page Up
Next Page Down	Page Down
First Page	Ctrl + Home
Last Page	Ctrl + End
Page Tab 1, Page Tab 2	Ctrl + Shift + 1, Ctrl + Shift + 2
Choose, Submit Action	Return / Enter
List of Values	F9
Exit, Close, Cancel	Ctrl + Q
Paste	Ctrl + V

Function	Keyboard Shortcut
Save	F10
Clear One Record	Shift + F4
Delete Record	Shift + F6
Duplicate Sel Record	F4
Insert / Create Record	F6
Clear All in Section	Shift + F5
Open Menu Directly	Ctrl + M
Next Section	Alt + Page Down
Previous Section	Alt + Page Up
Clear Page / Start Over	F5
Search / Open Filter	F7
Execute Filter / Query	F8
Undo	Ctrl + Z

Function	Keyboard Shortcut
Export	Shift + F1
Print	Ctrl + P
Refresh / Rollback	F5
Open Related Menu	Alt + Shift + R
Open Tools Menu	Alt + Shift + T
Online Help	Ctrl + Shift + L
Application Navigator Display Open Items	Ctrl + Y
Application Navigator Search	Ctrl + Shift + Y
Application Navigator Sign Out	Ctrl + Shift + F
Copy	Ctrl + C
Cut	Ctrl + X
Cancel Action	Esc
Redo	Ctrl + Shift + Z