

Keyboard Shortcuts

ACTION	Banner 9	Banner 8
Choose / Submit	ENTER	ENTER
Clear record	SHIFT+F4	SHIFT+F4
Clear records (all in a section)	SHIFT+F5	SHIFT+F5
Delete Record	SHIFT+F6	SHIFT+F6
Down or Next Record	Down Arrow	Down Arrow
Duplicate selected record	F4	F4
Exit Current Page or Exit Search	CTRL+Q	CTRL+Q
Export Data	SHIFT+F1	Extract data
First Record	CTRL+Home	Not applicable
Help	CTRL+SHIFT+L	ALT+H
Insert/Create Record	F6	F6
Last Record	CTRL+End	Not applicable
Lookup or List of Values (LOV)	F9	F9

ACTION	Banner 9	Banner 8
Next Field or Item	Tab	Tab
Next Page Down	Page Down	Page Down
Next Section	ALT+Page Down	CTRL+Page Down
Open Menu Directly	CTRL+M	F5
Open Related Menu	ALT+SHIFT+R	Not applicable
Open Tools Menu	ALT+SHIFT+T	Not applicable
1 st Tab 2 nd Tab and so on	CTRL+SHIFT+1 CTRL+SHIFT+2 and so on	Not applicable
Previous Field or Item	SHIFT + TAB	SHIFT + TAB
Previous Section	ALT+Page Up	CTRL+Page Up
Print	CTRL+P	SHIFT+F8
Save	F10	F10
Select record on a Called Page	ALT+S	SHIFT+F3
Start Over or Rollback	F5	SHIFT+F7
Toggle Multi/Single Records View	CTRL+G	Not applicable
Up/Previous record	Up Arrow	Up Arrow