

## Banner 9 Function

## Key stroke

|  |   |
|--|---|
| <b>Next Field/Item</b>   | Tab                                     |
| <b>Previous Field/Item</b>   | Shift + Tab                             |
| <b>Up</b>  | Up arrow                                |
| <b>Down</b>  | Down arrow                              |
| <b>Previous page up</b>  | Page up                                 |
| <b>Next page down</b>  | Page down                               |
| <b>First page</b>  | Ctrl + Home                             |
| <b>Last page</b>   | Ctrl + End                              |
| <b>Page tab 1, Page tab 2,...</b>                                    | Ctrl + Shift + 1, Ctrl + Shift + 2, ... |
| <b>Edit</b>  | Ctrl + E                                |
| <b>Choose/Submit/Action</b>  | Return/Enter                            |
| <b>List of values</b>  | F9                                      |
| <b>Cancel form, Exit, Close Current page, Cancel search or query</b> | Ctrl + Q                                |
| <b>Save</b>  | F10                                     |
| <b>Clear One Record</b>  | Shift + F4                              |
| <b>Delete Record</b>   | Shift + F6                              |
| <b>Duplicate Selected Record</b>                                     | F4                                      |
| <b>Insert/Create Record</b>  | F6                                      |
| <b>Clear All in Section</b>  | Shift + F5                              |
| <b>Open Menu Directly</b>  | Ctrl + M                                |
| <b>Next Section</b>  | Alt + Page down                         |
| <b>Previous Section</b>  | Alt + Page up                           |
| <b>Duplicate Item</b>  | F3                                      |
| <b>Clear Page</b>  | F5                                      |
| <b>Search/Open Filter Query</b>                                      | F7                                      |
| <b>Execute Filter Query</b>  | F8                                      |
| <b>Export</b>  | Shift + F1                              |
| <b>Print</b>   | Ctrl + P                                |
| <b>Refresh/RollBack</b>  | F5                                      |
| <b>Open Related Menu</b>   | Alt + Shift + R                         |
| <b>Open Tools Menu</b>   | Alt + Shift + T                         |
| <b>More Information</b>  | Ctrl + Shift + U                        |
| <b>Application Navigator Display Open items</b>                      | Ctrl + Y                                |
| <b>Application Navigator Search</b>                                  | Ctrl + Shift + Y                        |
| <b>Application Navigator Help</b>                                    | Ctrl + Shift + L                        |
| <b>Application Navigator Sign Out</b>                                | Ctrl + Shift + F                        |
| <b>Copy</b>  | Ctrl + C                                |
| <b>Cut</b>   | Ctrl + X                                |
| <b>Paste</b>   | Ctrl + V                                |
| <b>Undo</b>  | Ctrl + Z                                |
| <b>Redo</b>  | Ctrl + Shift + Z                        |
| <b>Cancel action</b>   | Esc                                     |
| <b>Select on a Called Form</b>                                       | Alt + S                                 |