

Keyboard Shortcuts for PC			
Function	Key Stroke	Old Function	Old Key Stroke
Application Navigator Display Open Items	CTRL + Y		
Application Navigator Search	CTRL + Shift + Y		
Application Navigator Help	CTRL + Shift + L	Help	Ctrl + H
Application Navigator Sign Out	CTRL + Shift + F		
Display the Menu	CTRL + M		
Open Main Menu	CTRL + Alt + M		
Open Related Menu	Alt + Shift + R		
Open Tools Menu	Alt + Shift + T		
Choose/Submit/Action	Return/Enter	Direct Access Box	Return/Enter
Next Section	ALT + Page Down	Next Block	Ctrl + Page Down
Previous Section	ALT + Page Up	Previous Block	Ctrl + Page Up
Cancel form, Exit, Close Current Page, Cancel Search or Query	Ctrl + Q	Exit, Cancel Query, Close Form	Ctrl + Q
Cancel Action	Esc		
Next Field/Item	Tab	Next Field	Tab
Page Tab 1, Page Tab 2, Page Tab 3, ...	CTRL + Shift + 1, CTRL + Shift + 2, CTRL + Shift + 3, et...		
Previous Field/Item	Shift + Tab	Previous Field	Shift + Tab
Export	SHIFT + F1		
Duplicate Item	F3	Duplicate Item	F3
Duplicate Selected Record	F4	Duplicate Record	F4
Clear One Record	Shift + F4	Clear Record	Shift + F4
Clear Page/Start Over/Refresh/Rollback	F5	Rollback	F7
Clear All in Section	Shift + F5		
Insert/Create Record	F6	Insert Record	F6
Delete Record	Shift + F6	Delete Record	Shift + F6
Search/Open Filter Query	F7	Enter Query	F7
Execute Filter Query	F8	Execute Query	F8
List of Values	F9	List of Values	F9
Save	F10	Save	F10
Print	CTRL + P	Print	Shift + F8
Up	Up Arrow	Previous line/row	Up Arrow
Down	Down Arrow	Next line/row	Down Arrow

Keyboard Shortcuts for PC

Function	Key Stroke	Old Function	Old Key Stroke
Next Page Down	Page Down	Scroll Down	Page-down
First Page	CTRL + Home		
Last Page	CTRL + End		
Edit	CTRL + E	Edit	Ctrl + E
Copy	CTRL + C	Copy	Ctrl + C
Cut	CTRL + X	Cut	Ctrl + X
Paste	CTRL + V	Paste	Ctrl + V
Undo	CTRL + Z		
Redo	CTRL + Shift + Z		
Select on a Called Page	ALT + S		
More Information	CTRL + Shift + U		
Retrieve BDM Documents	ALT + R		
Add BDM Documents	ALT + A		
Submit Work Flow	ALT + W		
Release Work Flow	ALT + Q		
Checkbox Autofill	Space bar	Checkbox auto fill	Space Bar
Today's Date Autofill	Any letter key, Enter	Today's Date autofill	Any letter key, Enter