

Banner 9 Keyboard Shortcuts

Action	Banner 9
Application Navigator	
Access Help	CTRL+SHIFT+L
Access Menu	CTRL+M
Display recently opened items	CTRL+Y
Search	CTRL+SHIFT+Y
Sign out	CTRL+SHIFT+F
Page Navigation	
Cancel Page, Close Current Page, or Cancel Search/Query	CTRL+Q
Choose Submit	ENTER
Clear All in Section Block	SHIFT+F5
Clear One Record	SHIFT+F4
Clear Page, Start Over or Rollback	F5
Copy	CTRL+C
Count Query	SHIFT+F2
Cut	CTRL+X
Delete Record	SHIFT+F6
Down Next Record	Down Arrow
Duplicate Item	F3
Duplicate/Copy Record Section	F4
Edit	CTRL+E
Search or Open Query Filter	F7
Execute Query Filter	F8
Exit Quit Cancel Query	CTRL+Q
Expand Collapse Drop-down Field	ALT+Down Arrow
Export Data Extract	SHIFT+F1
First Page	CTRL+Home
Last Page	CTRL+End
Insert Create Record	F6
List of Values Lookup	F9
More Information Supplemental Data	CTRL+SHIFT+U
Next Field or Item	Tab
Next Page Down	Page Down
Next Block Next Section	ALT+Page Down
Open Related Menu	ALT+SHIFT+R
Open Tools Menu	ALT+SHIFT+T
Forms with tabs Direct to Tab	CTRL+SHIFT+1,2,3,4
Paste	CTRL+V
Previous Field or Item	SHIFT+Tab
Previous Page	Page Up
Previous Record Up	Up Arrow
Previous Section Block	ALT+Page Up
Print	CTRL+P
Save	F10
Select on a Called Page	ALT+S