

Keyboard shortcuts can greatly increase your speed of navigation and data entry. This cheat sheet is thorough for the aficionado but look for the **highlighted** functions which are our view of the most useful ones really worth learning.

Finding a shortcut

Users can discover currently available shortcuts directly from the user interface. **Simply right-click on a control and select View shortcuts.** This will open a dialog box showing the shortcuts you can use based on where you are on the page. Alternatively, you can press Alt+Shift+K to open this dialog box (and press Alt+Shift+K a second time to see all currently available shortcuts for the page).

NOTE: Some of the shortcuts on this page are *key chords*, meaning they require two consecutive sets of key combinations (separated by a comma) that need to be independently pressed to trigger the required action. For example, the shortcut "Alt+M,A" requires the user to first press "Alt+M", release the keys, and then press "A".

Action shortcuts

To do this

Press

Open action search

Ctrl+' or Alt+Q

Move to the standard Action Pane

Alt+M,A or Ctrl+F6

Open a tab on the Action Pane or a menu

Enter or Space or Alt+Down arrow

Move to next/previous option in a menu

Down arrow / Up arrow

Close a tab on the Action Pane or a menu

Esc

Simulate a right-click

Shift+F10

Open the context menu

Ctrl+F10

Execute the default button on a page/dialog box

Alt+Enter

Click a button or tile

Enter or Space

View refresh information for a count tile

Alt+Up arrow

View currently available shortcuts

Alt+Shift+K

Filtering shortcuts

To do this	Press
Open grid filtering for the current column	Ctrl+G
Close grid filtering for the current column	Esc
Open the Filter pane (or switch focus between the Filter pane and the main page if the Filter pane is already open) Alt+M,F or Ctrl+F3	
Close the Filter pane (with focus in the Filter pane)	Esc
Open advanced filtering/sort	Ctrl+Shift+F3
Apply the Quick Filter (when focus is in Quick Filter)	Enter
Apply the grid filter (when focus is in the filter field of the column header)	Enter

Page shortcuts

To do this	Press
Create a new record	Alt+N
Delete a record	Alt+Del or Alt+F9
Save record	Alt+S or Ctrl+S
Revert (restore)	Ctrl+Shift+F5
Data refresh	Shift+F5
Move to the visible first field on the page	Ctrl+Shift+F
Toggle edit mode	F2
Attach a document	Ctrl+Shift+A
Export to Excel	Ctrl+Shift+E
Move to the previous record (outside a grid)	Ctrl+Up arrow
Move to the next record (outside a grid)	Ctrl+Down arrow
Move to the first record (outside a grid)	Ctrl+Home
Move to the last record (outside a grid)	Ctrl+End
Close the page (select the Back button)	Esc
Note: If any popup window (tooltip, date picker, or	

To do this	Press
drop-down control) is open, the first use of the Esc key will dismiss it.	
Close the page with explicit save	Shift+Esc
Close the page discarding any unsaved changes	Alt+Shift+Q

Page navigation shortcuts

To do this	Press
Move to the next/previous field	Tab / Shift+Tab
Move to the next/previous tab	Alt+Shift+Right arrow / Alt+Shift+Left arrow
Move to the <n>th tab	Alt+Shift+<n> (<n> = 1-9)
Move to the next/previous FastTab	Alt+Shift+Down arrow / Alt+Shift+Up arrow
Move to the <n>th FastTab	Alt+<n> (<n> = 1-9)
Move to the next/previous blade (vertical tab)	Alt+Shift+Right arrow / Alt+Shift+Left arrow
Move to the <n>th blade (vertical tab)	Alt+Shift+<n> (<n> = 1-9)
Expand a FastTab (with focus on the FastTab header)	Space or Enter
Collapse the current FastTab	Alt+0
Switch to grid view	Ctrl+Shift+G
Switch to details view	Ctrl+Shift+D
Switch to header view	Ctrl+Shift+H
Switch to lines view	Ctrl+Shift+L

Grid shortcuts

To do this	Press
Vertical scrolling	Mouse wheel
Horizontal scrolling	Shift + Mouse wheel
Move to the next/previous column	Tab / Shift+Tab
Move to the next/previous row	Down arrow / Up arrow
Move to the next/previous row without selecting	Ctrl+Up arrow / Ctrl+Down arrow

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To do this

Press

Note: This shortcut applies to multi-select scenarios only.

Select/clear the current row

Ctrl+Space / Ctrl+Click

Note: This shortcut applies to multi-select scenarios only.

Add the next/previous row to the selected set

Shift+Space

Note: This shortcut applies to multi-select scenarios only.

Add a range of rows to the selected set

Shift+Click

Note: This shortcut applies to multi-select scenarios only.

Go to the next/previous page of data

Page up / Page down

Create a new row at the bottom of the grid

Down arrow (from the last row)

Move to the first record

Ctrl+Home

Move to the last record

Ctrl+End

Select or clear all rows

Ctrl+Shift+M

Move to the first marked row

Alt+Shift+M, F

Move to the next marked row

Alt+Shift+M, L

Move to the previous marked row

Alt+Shift+M, P

Moved to the last marked row

Alt+Shift+M, N

Execute the default action in a grid

Enter

Note: This shortcut is enabled when focus is on a cell containing a hyperlink and all cells in that column have hyperlinks.

Toggle focus between the selected row and the header row Alt+T,H or Alt+Shift+H

Make the current column larger/smaller (with focus in the header row) Right arrow / Left arrow

Move the current column to the next/previous position (with focus in the header row)

Ctrl+Shift+Right arrow / Ctrl+Shift+Left arrow

To do this	Press
Open grid filtering for the current column (with focus in the header row)	Enter
Resize the current column to fit the contents (with focus in the header row)	A (or double click on the column sizing handle)
Open the grid options menu*	Alt+T, O
Change the type of calculated value for the current column*	Alt+T, V
Show/hide the grid footer*	Alt+T, F
Group/ungroup the current column*	Alt+T, G
Freeze/unfreeze the current column*	Alt+T, P
Go to the row in an invalid or paused state (when using Alt+T, A fast data entry)*	
Revert changes in a newly created but unsaved row*	Ctrl+Shift+F5
Delete the current row*	Alt+Del

Note

Shortcuts that are marked with an asterisk (*) are available only in version 10.0.32 and later.

Input control shortcuts

To do this	Press
Open the hyperlink	Ctrl+Enter
Open the hyperlink (when focus is on a read-only control)	Enter

Note: This shortcut only applies when the **Standardize keyboard interaction for combo box and lookup controls** feature is enabled

Enter the session date in a date field	D
Enter the current date in a date field	T
Open lookup, combo box, date picker, drop dialog box	Alt+Down arrow
	Enter (when the Standardize keyboard interaction for combo box and lookup controls feature is enabled)

To do this	Press
Close lookup, combo box, date picker, drop dialog box	Esc
Move focus into a lookup (when the lookup is already open)	Alt+Down arrow
Open the control's enhanced preview	Alt+Up arrow
Select text in the current field	Ctrl+A
Enter/leave the text area in an HTML editor control	Alt+Down arrow / Alt+Up arrow
Switch focus between the text area and the toolbar in an HTML editor control	F6

Navigation shortcuts

To do this	Press
Go to the dashboard	Alt+Shift+Home
Move to the navigation bar	Alt+M,N or Alt+Shift+F1
Move to the company picker	Ctrl+Shift+O
Search for a page	Ctrl+/ or Alt+G
Open the help pane	Ctrl+?
Open the trace parser	Alt+Shift+T
Toggle the navigation pane between open, pinned open, and closed	Alt+F1
Add/remove page as a favorite (with focus on a page in the navigation pane)	Shift+F
Move to the standard Action Pane	Alt+M,A or Ctrl+F6
Move to the Filter pane (which may include opening it)	Alt+M,F or Ctrl+F3
Move focus to the page content (with focus in the Filter pane)	Alt+M,M or Ctrl+F3
Move to the navigation list (which may include opening it)	Alt+M,S or Ctrl+F8
Move focus to the page content (with focus in the navigation list)	Alt+M,M or Ctrl+F8
Close the navigation list (with focus in the navigation list)	Esc

Cheat Sheet: Keyboard Shortcuts



To do this

Press

Move to the main page content (with focus in another pane) Alt+M,M

Move to the FactBox pane (which may include opening it) Alt+M,B or Ctrl+F2

Move to the next feature callout

Alt+M,C