

# BANNER KEYBOARD SHORTCUTS

Users have a choice when it comes to navigating Banner. You can use your mouse or you can use these keyboard shortcuts.

<b>Cancel or Close Current Page</b>	CTRL + Q
<b>Choose/Submit</b>	Enter
<b>Clear All in Section</b>	Shift + F5
<b>Clear One Record</b>	Shift + F4
<b>Clear Page or Start</b>	Over F5
<b>Delete Record</b>	Shift + F6
<b>Down/Next Record</b>	Down Arrow
<b>Duplicate Item</b>	F3
<b>Duplicate Selected Record</b>	F4
<b>Edit</b>	CTRL + E
<b>Execute Filter Query</b>	F8
<b>Exit</b>	CTRL + Q
<b>Export</b>	Shift + F1
<b>First Page</b>	CTRL + HOME
<b>Insert/Create Record</b>	F6
<b>Last Page</b>	CTRL + END
<b>List of Values</b>	F9
<b>More Information</b>	CTRL + SHIFT + U
<b>Next Field or Item</b>	Tab
<b>Next Page Down</b>	Page Down
<b>Next Section</b>	ALT + Page Down
<b>Open Menu Directly</b>	CTRL + M
<b>Open Related Menu</b>	ALT + Shift + R
<b>Page Tab 1</b>	CTRL + Shift + 1
<b>Page Tab 2</b>	CTRL + Shift + 2
<b>Previous Field or Item</b>	Shift + Tab
<b>Previous Page Up</b>	Page Up
<b>Previous Section</b>	ALT + Page Up
<b>Print</b>	CTRL + P
<b>Refresh or Rollback</b>	F5
<b>Save</b>	F10
<b>Search or Open Filter Query</b>	F7
<b>Toggle Multi/Single Records View</b>	CTRL + G
<b>Tools Menu</b>	ALT+SHIFT+T
<b>Up/Previous Record</b>	Up Arrow
<b>Application Navigator – Access Help</b>	CTRL + M
<b>Application Navigator – Access Menu</b>	CTRL + Y
<b>Application Navigator – Search</b>	CTRL + Shift + Y
<b>Application Navigator – Sign Out</b>	CTRL + Shift + F