

TO DO THIS	PRESS	TO DO THIS	PRESS
Open Help	F1	Move to the last line in a list	CTRL+END
Edit	F2	Save and close window (equivalent to clicking OK).	CTRL+ENTER
Select Type to filter (field filter)	F3	Insert new line	CTRL+INSERT
Drop down or look up to select	F4	Select Limit totals to (table filter)	CTRL+SHIFT+F3
Refresh the active window	F5	Clear all filters	CTRL+SHIFT+A
Go to the next frame	F6	Open a new card	CTRL+SHIFT+C
Display statistics	F7	Show dimensions	CTRL+SHIFT+D
Copy the field above	F8	Edit list	CTRL+SHIFT+K
Post	F9	View list	CTRL+SHIFT+L
Select the menu bar and display access keys	F10, ALT	Collapse/expand a line in a hierarchy	CTRL+SHIFT+Q
Select the navigation pane	F12	Open a card or a document in View mode	CTRL+SHIFT+V
View error message	SHIFT+F1	Open a list place in a separate window	CTRL+SHIFT+W
Select Show Results (FlowFilter)	SHIFT+F3	Save and close the window and open a new window	CTRL+SHIFT+ENTER
Open a lookup window (from an ellipsis button)	SHIFT+F4	Select the menu bar and display access keys	ALT, F10
Go to the previous frame	SHIFT+F6	Filter to the value in the field	ALT+F3
Open the related card	SHIFT+F7	Close window or close program	ALT+F4
Drop down or look up to view	SHIFT+F8	Collapse or expand the active frame	ALT+F6
Post and Print	SHIFT+F9	Display the Actions menu of the active frame	ALT+F10
Display a shortcut menu	SHIFT+F10	Display the Actions menu	ALT+A
Apply Entries, Get Source Doc, or Get Whse. Doc	SHIFT+F11	Display the Related Information menu	ALT+I
Open the Role Center from the navigation pane	SHIFT+F12	Display the Reports menu	ALT+R
Move to the previous field	SHIFT+Tab	Display the Microsoft Dynamics NAV menu	ALT+M
Collapse or expand the Action Pane	CTRL+F1	Go to the previous window in the navigation history	ALT+LEFT ARROW
Create a new document	CTRL+F2	Go to the next window in the navigation history	ALT+RIGHT ARROW
Select Search pages	CTRL+F3	Move to the field below without opening the drop-down menu	ALT+ENTER
Look up to the related list	CTRL+F4	Switch among open windows	ALT+TAB
View entries	CTRL+F7	Move to the next field or character	RIGHT ARROW
Release document	CTRL+F9	Move to the previous field or character	LEFT ARROW
Select the Action Pane and display key tips	CTRL+F10	Move to the field above in the same column	UP ARROW
Reconcile or Split Line	CTRL+F11	Move to the field below in the same column	DOWN ARROW
Select the address bar	CTRL+F12	Clear selected text	DELETE
Copy	CTRL+C	Close the window or undo the data entry	ESC
Export to Microsoft Office Excel	CTRL+E	Move to the last field on a line	END
Show Links	CTRL+L	Move to the first field on a line	HOME
Create a new record	CTRL+N	Move to the next field on non-line FastTabs	TAB
Open the company	CTRL+O	Move to the next editable field	ENTER
Print	CTRL+P		
Select Sorting	CTRL+T		
Paste	CTRL+V		
Export to Microsoft Office Word	CTRL+W		
Cut	CTRL+X		
Undo	CTRL+Z		
Display next document or card in a list	CTRL+PAGE DOWN		
Display previous document or card in a list	CTRL+PAGE UP		
Move up while the selected line stays selected	CTRL+UP ARROW		
Move down while the selected line stays selected	CTRL+DOWN ARROW		
Move to the first field on a line	CTRL+LEFT ARROW		
Move to the last field on a line	CTRL+RIGHT ARROW		
Open the About this Page/ Report window (Zoom)	CTRL+ALT+F1		
Delete the selected line	CTRL+DELETE		
Move to the first line in a list	CTRL+HOME		