

TO DO THIS	PRESS
Open Help	F1
Edit	F2
Select Type to filter (field filter)	F3
Drop down or look up to select	F4
Refresh the active window	F5
Go to the next frame	F6
Display statistics	F7
Copy the field above	F8
Post	F9
Select the menu bar and display access keys	F10, ALT
Select the navigation pane	F12
View error message	SHIFT+F1
Select Show Results (FlowFilter)	SHIFT+F3
Open a lookup window (from an ellipsis button)	SHIFT+F4
Go to the previous frame	SHIFT+F6
Open the related card	SHIFT+F7
Drop down or look up to view	SHIFT+F8
Post and Print	SHIFT+F9
Display a shortcut menu	SHIFT+F10
Apply Entries, Get Source Doc, or Get Whse. Doc	SHIFT+F11
Open the Role Center from the navigation pane	SHIFT+F12
Move to the previous field	SHIFT+Tab
Collapse or expand the Action Pane	CTRL+F1
Create a new document	CTRL+F2
Select Search pages	CTRL+F3
Look up to the related list	CTRL+F4
View entries	CTRL+F7
Release document	CTRL+F9
Select the Action Pane and display key tips	CTRL+F10
Reconcile or Split Line	CTRL+F11
Select the address bar	CTRL+F12
Copy	CTRL+C
Export to Microsoft Office Excel	CTRL+E
Show Links	CTRL+L
Create a new record	CTRL+N
Open the company	CTRL+O
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

TO DO THIS	PRESS
Move to the last line in a list	CTRL+END
Save and close window (equivalent to clicking OK).	CTRL+ENTER
Insert new line	CTRL+INSERT
Select Limit totals to (table filter)	CTRL+SHIFT+F3
Clear all filters	CTRL+SHIFT+A
Open a new card	CTRL+SHIFT+C
Show dimensions	CTRL+SHIFT+D
Edit list	CTRL+SHIFT+K
View list	CTRL+SHIFT+L
Collapse/expand a line in a hierarchy	CTRL+SHIFT+Q
Open a card or a document in View mode	CTRL+SHIFT+V
Open a list place in a separate window	CTRL+SHIFT+W
Save and close the window and open a new window	CTRL+SHIFT+ENTER
Select the menu bar and display access keys	ALT, F10
Filter to the value in the field	ALT+F3
Close window or close program	ALT+F4
Collapse or expand the active frame	ALT+F6
Display the Actions menu of the active frame	ALT+F10
Display the Actions menu	ALT+A
Display the Related Information menu	ALT+I
Display the Reports menu	ALT+R
Display the Microsoft Dynamics NAV menu	ALT+M
Go to the previous window in the navigation history	ALT+LEFT ARROW
Go to the next window in the navigation history	ALT+RIGHT ARROW
Move to the field below without opening the drop-down menu	ALT+ENTER
Switch among open windows	ALT+TAB
Move to the next field or character	RIGHT ARROW
Move to the previous field or character	LEFT ARROW
Move to the field above in the same column	UP ARROW
Move to the field below in the same column	DOWN ARROW
Clear selected text	DELETE
Close the window or undo the data entry	ESC
Move to the last field on a line	END
Move to the first field on a line	HOME
Move to the next field on non-line FastTabs	TAB
Move to the next editable field	ENTER