

## Banner Keyboard Shortcuts

Action	Banner 9 Keystroke
Cancel Page, Close Current Page, or Cancel Search/Query	Ctrl + Q
Change MEP Context	Alt + Shift + C
Choose/Submit	Enter
Clear All in Section	Shift + F5
Clear One Record	Shift + F4
Clear Page or Start Over	F5
Count Query	Shift + F2
Delete Record	Shift + F6
Down / Next Record	Down Arrow
Duplicate Item	F3
Duplicate Selected Record	F4
Edit	Ctrl + E
Execute Filter Query	F8
Exit	Ctrl + Q
Expand / Collapse Drop Down Field	Alt + Down Arrow
Export	Shift + F1
First Page	Ctrl + Home
Insert / Create Record	F6
Last Page	Ctrl + End
List of Values	F9
More Information	Ctrl + Shift + U
Next Field or Item	Tab
Action	Banner 9 Keystroke
Next Page Down	Page Down

Next Section	Alt + Page Down
Open Menu Directly	Ctrl + M
Open Related Menu	Alt + Shift + R
Open Tools Menu	Alt + Shift + T
Page Tab 1 Page Tab 2, etc.	Ctrl + Shift + 1 Ctrl + Shift + 2
Previous Field or Item	Shift + Tab
Previous Page Up	Page Up
Previous Section	Alt + Page Up
Print	Ctrl + P
Refresh or Rollback	F5
Save	F10
Search or Open Filter Query	F7
Select on a Called Page	Alt + S
Toggle Multi / Single Records View	Ctrl + G
Up / Previous Record	Up Arrow

<b>Application Navigator</b>	<b>Banner 9 Keystroke</b>
App Nav - Access Help	Ctrl + M
App Nav - Access Menu	Ctrl + Y
App Nav - Display Recently Opened Items	Ctrl + Shift + L
App Nav - Search	Ctrl + Shift + Y
App Nav - Sign Out	Ctrl + Shift + F