**Banner 9 Keyboard Shortcuts**

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| **Action** | **Banner 9** |
| **Application Navigator** | |
| Access Help | CTRL+SHIFT+L |
| Access Menu | CTRL+M |
| Display recently opened items | CTRL+Y |
| Search | CTRL+SHIFT+Y |
| Sign out | CTRL+SHIFT+F |
| **Page Navigation** | |
| Cancel Page, Close Current Page, or Cancel Search/Query | CTRL+Q |
| Choose | Submit | ENTER |
| Clear All in Section | Block | SHIFT+F5 |
| Clear One Record | SHIFT+F4 |
| Clear Page, Start Over or Rollback | F5 |
| Copy | CTRL+C |
| Count Query | SHIFT+F2 |
| Cut | CTRL+X |
| Delete Record | SHIFT+F6 |
| Down | Next Record | Down Arrow |
| Duplicate Item | F3 |
| Duplicate/Copy Record | Section | F4 |
| Edit | CTRL+E |
| Search or Open Query Filter | F7 |
| Execute Query Filter | F8 |
| Exit | Quit | Cancel Query | CTRL+Q |
| Expand | Collapse Drop-down Field | ALT+Down Arrow |
| Export | Data Extract | SHIFT+F1 |
| First Page | CTRL+Home |
| Last Page | CTRL+End |
| Insert | Create Record | F6 |
| List of Values | Lookup | F9 |
| More Information | Supplemental Data | CTRL+SHIFT+U |
| Next Field or Item | Tab |
| Next Page Down | Page Down |
| Next Block | Next Section | ALT+Page Down |
| Open Related Menu | ALT+SHIFT+R |
| Open Tools Menu | ALT+SHIFT+T |
| Forms with tabs | Direct to Tab | CTRL+SHIFT+1,2,3,4 |
| Paste | CTRL+V |
| Previous Field or Item | SHIFT+Tab |
| Previous Page | Page Up |
| Previous Record | Up | Up Arrow |
| Previous Section | Block | ALT+Page Up |
| Print | CTRL+P |
| Save | F10 |
| Select on a Called Page | ALT+S |