

## Banner 9 Navigation Keyboard Shortcuts Quick Reference Guide



Action	Banner 9
<b>Banner Landing Page</b>	
Access Help	Ctrl + Shift + L
Access Menu	Ctrl + M
Display recently opened items	Ctrl + Y
Display Dashboard	Ctrl + Shift
Search	Ctrl + Shift + Y
Sign out	Ctrl + Shift + F
<b>General Page Commands</b>	
Cancel page, Close current page, Cancel Search/Query	Ctrl + Q
Change MEP Context	Alt + Shift + C
<b>Choose/Submit</b>	<b>Enter</b>
Clear All in Section	Shift + F5
Clear One Record	Shift + F4
Clear Page / Start Over	F5
Count Query	Shift + F2
Delete record	Shift + F6

Action	Banner 9
<b>General Page Commands (continued)</b>	
<b>Down/Next Record</b>	<b>Down arrow</b>
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
<b>Insert/Create Record</b>	<b>F6</b>
Last Page	Ctrl + End
List of Values	F9
More Information	Ctrl + Shift + U
Next Field or Item	Tab
<b>Next Page Down</b>	<b>Page Down</b>

Action	Banner 9
<b>General Page Commands (continued)</b>	
<b>Next Section</b>	<b>Alt + Page Down</b>
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
<b>Previous Page Up</b>	<b>Page Up</b>
<b>Previous Section</b>	<b>Alt + Page Up</b>
Print	Ctrl + P
<b>Refresh or Rollback</b>	<b>F5</b>
<b>Save</b>	<b>F10</b>
Search / Open Filter Query	F7
Select on a Called Page	Alt + S
Toggle Multi/Single Record View	Ctrl + G
<b>Up/Previous Record</b>	<b>Up arrow</b>
Zoom - Increase	Ctrl + =
Zoom - Decrease	Ctrl + -
Zoom - Reset to 100%	Ctrl + 0