



Banner 9 – Basic Buttons and Keys

Action	Keystroke	Icon	Drop-down Menu
Save	F10		
Start Over (Rollback)	F5		Tools > Refresh
Select	Alt+S*		
Insert Record	F6		
Remove Record	Shit+F6		
Clear Record	Shift+F4		Tools > Clear Record
Duplicate Record	F4		
Previous Record	Up Arrow		
Next Record	Down Arrow		
Previous Section (Block)	Alt+PgUp		
Next Section (Block)	Alt+PgDn		
Previous Field	Shift+Tab / Shift+Enter	(click the field)	
Next Field	Tab / Enter	(click the field)	
Enter Query	F9		
Execute Query	F8		
Cancel Query	F7*		
Print	Ctrl+P		Tools > Print
Online Help	Ctrl+Shift+L		
Search	Ctrl+Shift+Y		
Menu	Ctrl+M		
Recently Opened	Ctrl+Y		
Exit Screen	Ctrl+Q		
Sign Out	Ctrl+Shift+F		

*These keys are sometimes also functions of the web browser