Banner Keyboard Shortcuts

Banner 8 and Banner 9 Comparison

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| **Banner 8** | **Command** | **Banner 9** |
| F5 | Direct Access / Go to | Alt + G |
| *(see: Next Block)* | Go | Shift + F3 |
| Shift + F7 | Rollback / Start Over | Shift + F2 |
|  | Copy Term | Alt + C |
|  | End Term | Alt + X |
| F4 | Duplicate Record / Copy record/section | Shift + F6 |
| F6 | Insert Record | Shift + F4 |
| Shift + F6 | Delete Record | Shift + F5 |
| F10 | Save | Shift + F10 |
| F9 | List of Values / Lookup | F9 |
| F7 | Enter Query / Filter | Shift + F7 |
| F8 | Execute Query / Go (on Filter) | Shift + F8 |
| Ctrl + Page Down | Next Block/Section | Page Down |
| Ctrl + Page Up | Previous Block/Section | Page Up |
| Tab | Next Field | Tab |
| Shift + Tab | Previous Field | Shift + Tab |
| Down Arrow | Next Record | Down Arrow |
| Up Arrow | Previous Record | Up Arrow |
| Ctrl + U | Clear Field | Backspace |
|  | Cancel (window) | Esc (When a window is open and a Cancel button is displayed, the Escape key can be used to close the window.) |
|  | Cancel (page) | Not available at this time |
| Ctrl + Q | Exit | Ctrl + Shift + Q |
| F1 | Help | Alt + F1 |
|  | Item Properties | Alt + I |
|  | Tools | Alt + L |
|  | Browse menu | Alt + M |
|  | Home | Shift + Home (returns to Main page) |
| Ctrl + F1 | Show Keyboard Shortcuts | *Mouse over each button* |
|  | Export | *Alt + 9* |
|  | Refresh | Alt + 5 |
|  | Expand All/Collapse All (on a group) | Alt + F2 |