

## COMMONLY USED KEYBOARD SHORTCUTS

( alternative keystroke combinations separated by | )

Move to the next field	Tab
Move to the previous field	Shift+Tab
Move forward one row	Down Arrow
Move back one row	Up Arrow
Move forward one screen	Page Up
Move backward one screen	Page Down
Move to the beginning of the current field	Home
Move to the end of the current field	End
Move to the first row of a window	Ctrl+Home
Move to the last row of a window	Ctrl+End
Field insert	Ctrl+I   Insert   F3
Field delete	Ctrl+D   Alt+F, F   Alt+E, D   F4
Open the File menu	Alt+F
Cancel	Alt+F, C   Shift+F8
Save (Update)	Alt+F, S   F10
Close (Finish)	Alt+F, L   F9
Detail	Alt+F, D   F2
Direct Access	Alt+F, A   F8
Record Delete	Alt+F, R   Shift+F10
Exit	Alt+F, X   Shift+F9
Open the Edit menu	Alt+E
Open the Apps menu	Alt+A
Open the Help menu	Alt+H
Field Help	Alt+H, F   F1
Process Help	Alt+H, P   Shift+F1
Keyboard Shortcut Help	Alt+H, U   Shift+F2
Pull down the Favorites menu	Alt+V
Pull down the Options menu	Alt+O
Pull down the Help menu	Alt+H   F1