

Banner Admin Page Function	Key stroke
Next Field/Item	Tab
Previous Field/Item	Shift + Tab
Up	Up arrow
Down	Down arrow
Previous page up	Page up
Next page down	Page down
First page	Ctrl + Home
Last page	Ctrl + End
Page tab 1, Page tab 2,...	Ctrl + Shift + 1, Ctrl + Shift + 2, ...
Edit	Ctrl + E
Choose/Submit/Action	Return/Enter
List of values	F9
Cancel form, Exit, Close Current page, Cancel search or query	Ctrl + Q
Save	F10
Clear One Record	Shift + F4
Delete Record	Shift + F6
Duplicate Selected Record	F4
Insert/Create Record	F6
Clear All in Section	Shift + F5
Open Menu Directly	Ctrl + M
Next Section	Alt + Page down
Previous Section	Alt + Page up
Duplicate Item	F3
Clear Page	F5
Search/Open Filter Query	F7
Execute Filter Query	F8
Export	Shift + F1
Print	Ctrl + P
Refresh/RollBack	F5
Change MEP Context	Alt + Shift + C
Open Related Menu	Alt + Shift + R
Open Tools Menu	Alt + Shift + T
More Information	Ctrl + Shift + U
Application Navigator Display Open items	Ctrl + Y
Application Navigator Search	Ctrl + Shift + Y
Application Navigator Help	Ctrl + Shift + L
Application Navigator Sign Out	Ctrl + Shift + F
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Shift + Z
Cancel action	Esc
Select on a Called Form	Alt + S
Retrieve BDM Document	Alt + R
ADD BDM Document	Alt + A
Submit Workflow	Alt + W
Release Workflow	Alt + Q