EVO-AUCTION USER GUIDE

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1.1 KEYBOARD SHORTCUTS

The following table provides an overview of shortcut key combinations in the Microsoft Dynamics NAV Windows client.

Microsoft Dynamics NAV Windows client	Action
Right Arrow	Move to the next field or character
Left Arrow	Move to the previous field or character
Up Arrow	Move to the field above in the same column
Down Arrow	Move to the field below in the same column
Delete	Clear selected text
Esc	Close the window or undo the data entry
End	Move to the last field on a line
Home	Move to the first field on a line
Tab	Move to the next field on non-line FastTabs
Enter	Move to the next editable field
F1	Open Help
F2	Edit
F3	Select **Type** to filter (field filter)
F4	Drop-down or look up to select

F5	Refresh the active window
F6	Go to the next frame
F7	Display statistics
F8	Copy the field above
F9	Post
F10, Alt	Select the menu bar and display access keys
F12	Select the navigation pane
Shift+F1	View error message
Shift+F3	Select **Show Results** (FlowFilter)
Shift+F4	Open a lookup window (from an ellipsis button)
Shift+F6	Go to the previous frame
Shift+F7	Open the related card
Shift+F8	Drop-down or look up to view
Shift+F9	Post and print
Shift+F10	Display a shortcut menu
Shift+F11	Apply entries, get source documents, or get warehouse documents
Shift+F12	Open the Role Center from the navigation pane
Shift+Tab	Move to the previous field

Shift+left-click	On multiple column headers, the columns will all be sorted in the same ascending or descending direction.
Shift+double-click	If sorting on multiple column headers using Shift+left-click, use Shift+double-click on the first column that was clicked on and this will toggle ascending/descending direction of all the columns included in the sorting.
Left-click	Left-click on a column header to sort a column ascending, then left-click again to toggle between ascending and descending.
Ctrl+F1	Collapse or expand the ribbon
Ctrl+F2	Create a new document
Ctrl+F3	Select Search pages
Ctrl+F4	Look up to the related list
Ctrl+F7	View entries
Ctrl+F9	Release document
Ctrl+F10	Select the ribbon and display key tips
Ctrl+F11	Reconcile or split lines
Ctrl+F12	Select the address bar
Ctrl+C	Copy
Ctrl+G	Go to
Ctrl+E	Export to Microsoft Office Excel
Ctrl+L	Show links

Ctrl+N	Create a new record
Ctrl+O	Open the company
Ctrl+P	Print
Ctrl+T	Select sorting
Ctrl+V	Paste
Ctrl+W	Export to Microsoft Office Word
Ctrl+X	Cut
Ctrl+Z	Undo
Ctrl+Page Down	Display next document or card in a list
Ctrl+Page Up	Display previous document or card in a list
Ctrl+Up Arrow	Move up while the selected line stays selected
Ctrl+Down Arrow	Move down while the selected line stays selected
Ctrl+Left Arrow	Move to the first field on a line
Ctrl+Right Arrow	Move to the last field on a line
Ctrl+Alt+F1	Open the **About this Page/Report** window (Zoom)
Ctrl+Delete	Delete the selected line
Ctrl+Home	Move to the first line in a list
Ctrl+End	Move to the last line in a list

Ctrl+Enter	Save and close window (equivalent to choosing the OK button)
Ctrl+Insert	Insert new line
Ctrl+Shift+F3	Select **Limit totals to** (table filter)
Ctrl+Shift+A	Clear all filters
Ctrl+Shift+C	Copy Rows
Ctrl+Shift+D	Show dimensions
Ctrl+Shift+E	Edit list
Ctrl+Shift+R	View list
Ctrl+Shift+Q	Collapse/expand a line in a hierarchy
Ctrl+Shift+V	Paste rows
Ctrl+Shift+W	Open a list place in a separate window
Ctrl+Shift+Enter	Save and close the window and open a new window
Alt	Display access keys in the ribbon
Alt+F2	Toggle to display/hide FactBoxes
Alt+F3	Filter to the value in the field
Alt+F4	Close window or close program
Alt+F6	Collapse or expand the active frame
Alt+F12	Optimize space for the current page

Alt+Left Arrow	Go to the previous window in the navigation history
Alt+Right Arrow	Go to the next window in the navigation history
Alt+Enter	Move to the field below without opening the drop-down menu
Alt+Tab	Toggle between open windows