

Microsoft Dynamics NAV **Shortcut Key Guide**

Keyboard	Action
Alt	Display shortcut keys in the ribbon
Alt+F2	Toggle to display/hide FactBoxes
Alt+F3	Filter to currently selected field (e.g. customer name)
Alt+F4	Close window or close program
Alt+F6	Collapse or expand the active frame (e.g. expand "Invoicing" section in sales order)
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 line below
Ctrl+F1	Collapse or expand the ribbon
Ctrl+F2	Create a new document
Ctrl+F3	Select Search pages
Ctrl+F4	Open related list editor (e.g. open posting group when field selected in sales order)
Ctrl+F7	View entries
Ctrl+F9	Release document
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+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 (shortcut is commonly used by other programs e.g. Intel graphics. You may have to disable these first.)
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 (e.g. chart of accounts)
Ctrl+Shift+A	Clear all filters (e.g. when opening report)
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 current page (e.g. sales orders) in a separate window

Ctrl+Shift+Enter	Save and close the window (e.g. saves new item being created) and opens a new window (e.g. new item)
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
Tab	Move to the next field on non-line FastTabs
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
Enter	Move to the next editable field