

TO DO THIS	PRESS	TO DO THIS	PRESS	TO DO THIS	PRESS
Open Help	F1	Select Sorting	CTRL+T	Display the Related Information menu	ALT+I
Edit	F2	Paste	CTRL+V	Display the Reports menu	ALT+R
Select Type to filter (field filter)	F3	Export to Microsoft Office Word	CTRL+W	Display the Microsoft Dynamics NAV menu	ALT+M
Drop down or look up to select	F4	Cut	CTRL+X	Go to the previous window in the navigation history	ALT+LEFT ARROW
Refresh the active window	F5	Undo	CTRL+Z	Go to the next window in the navigation history	ALT+RIGHT ARROW
Go to the next frame	F6	Display next document or card in a list	CTRL+PAGE DOWN	Move to the field below without opening the drop-down menu	ALT+ENTER
Display statistics	F7	Display previous document or card in a list	CTRL+PAGE UP	Switch among open windows	ALT+TAB
Copy the field above	F8	Move up while the selected line stays selected	CTRL+UP ARROW	Move to the next field or character	RIGHT ARROW
Post	F9	Move down while the selected line stays selected	CTRL+DOWN ARROW	Move to the previous field or character	LEFT ARROW
Select the menu bar and display access keys	F10, ALT	Move to the first field on a line	CTRL+LEFT ARROW	Move to the field above in the same column	UP ARROW
Select the navigation pane	F12	Move to the last field on a line	CTRL+RIGHT ARROW	Move to the field below in the same column	DOWN ARROW
View error message	SHIFT+F1	Open the About this Page/ Report window (Zoom)	CTRL+ALT+F1	Clear selected text	DELETE
Select Show Results (FlowFilter)	SHIFT+F3	Delete the selected line	CTRL+DELETE	Close the window or undo the data entry	ESC
Open a lookup window (from an ellipsis button)	SHIFT+F4	Move to the first line in a list	CTRL+HOME	Move to the last field on a line	END
Go to the previous frame	SHIFT+F6	Move to the last line in a list	CTRL+END	Move to the first field on a line	HOME
Open the related card	SHIFT+F7	Save and close window (equivalent to clicking OK).	CTRL+ENTER	Move to the next field on non-line FastTabs	TAB
Drop down or look up to view	SHIFT+F8	Insert new line	CTRL+INSERT	Move to the next editable field	ENTER
Post and Print	SHIFT+F9	Select Limit totals to (table filter)	CTRL+SHIFT+F3		
Display a shortcut menu	SHIFT+F10	Clear all filters	CTRL+SHIFT+A		
Apply Entries, Get Source Doc, or Get Whse. Doc	SHIFT+F11	Open a new card	CTRL+SHIFT+C		
Open the Role Center from the navigation pane	SHIFT+F12	Show dimensions	CTRL+SHIFT+D		
Move to the previous field	SHIFT+Tab	Edit list	CTRL+SHIFT+K		
Collapse or expand the Action Pane	CTRL+F1	View list	CTRL+SHIFT+L		
Create a new document	CTRL+F2	Collapse/expand a line in a hierarchy	CTRL+SHIFT+Q		
Select Search pages	CTRL+F3	Open a card or a document in View mode	CTRL+SHIFT+V		
Look up to the related list	CTRL+F4	Open a list place in a separate window	CTRL+SHIFT+W		
View entries	CTRL+F7	Save and close the window and open a new window	CTRL+SHIFT+ENTER		
Release document	CTRL+F9	Select the menu bar and display access keys	ALT, F10		
Select the Action Pane and display key tips	CTRL+F10	Filter to the value in the field	ALT+F3		
Reconcile or Split Line	CTRL+F11	Close window or close program	ALT+F4		
Select the address bar	CTRL+F12	Collapse or expand the active frame	ALT+F6		
Copy	CTRL+C	Display the Actions menu of the active frame	ALT+F10		
Export to Microsoft Office Excel	CTRL+E	Display the Actions menu	ALT+A		
Show Links	CTRL+L				
Create a new record	CTRL+N				
Open the company	CTRL+O				
Print	CTRL+P				