



Banner XE – Keyboard Shortcuts

Function or button	Keyboard shortcut
Browse Menu	Alt + M
Cancel (window)	Esc
Clear Field	Backspace
Copy Record/Section	Shift + F6
Copy Term	Alt + C
Delete Record	Shift + F5
End Term	Alt + X
Exit	Ctrl + Shift + Q
Expand All/Collapse All (on a group)	Alt + F2
Export	Alt + 9
Filter	Shift + F7
Go	Shift + F3
Go (on Filter)	Shift + F8
Go To	Alt + G
Help	Alt + F1
Home	Shift + Home (returns to the Main Menu)
Insert Record	Shift + F4
Item Properties	Alt + I
Lookup	F9
Next Block/Section	Page Down
Next Field	Tab
Next Record	Down Arrow
Previous Block/Section	Page Up
Previous Field	Shift + Tab
Previous Record	Up Arrow
Refresh	Alt + 5
Save	Shift + F10
Start Over	Shift + F2
Tools	Alt + L