

## Keyboard Quick Reference - PC Only

### General

Press these keys	To do this
Alt+F2	Show and hide the FactBox pane
Alt+N	Create a new record
Alt+Shift+N	Close a newly created record and create a new one
Alt+O	Add a new note for the selected record
Alt+Q	Open <b>Tell me</b>
Alt+Up	Open tooltip or validation error
Alt+Down Arrow	Open a drop-down or look up
Alt+T	Open the <b>My Settings</b> page
Alt+Shift+W	Open the current card or document in a new window
Ctrl+Insert	Insert a new line on a document
Ctrl-Delete	Delete the line on a document, journal, or worksheet
Ctrl+Shift+F12	Maximize the line items part on a document page
Ctrl+F1	Open help for the page
Ctrl+Click	Navigate when personalizing and customizing
Shift+F12	Open the role explorer, a feature overview
F5/Ctrl+F5	Refresh/reload page
Tab/Shift+Tab	Move focus to the next/previous element
F6/Shift+F6	Move to next FastTab/part

### Navigate & Select Rows

Press these keys	To do this
Home/End	Go to first/last field
Ctrl+Home/End	Go to first/last row
Ctrl+Up/Down	Navigate without losing selection
Ctrl+A	Select all
Ctrl+Space	Toggle row selection
Ctrl/Shift+Click	Add the row/rows to the selection
Shift+Up/Down	Add row above/below to selection
Shift+Page Up/Down	Select visible rows above/below
Ctrl+Enter	Focus out of the list

**Copy & Paste**

Press these keys	To do this
Ctrl+C/V	Copy/paste rows
F8	Copy field above into current row

**Search, Filter, & Sort**

Press these keys	To do this
Alt+F7	Sort column in ascending/descending order
F3	Toggle search
Shift+F3	Toggle filter pane; focus on field filters
Ctrl+Shift+F3	Toggle filter pane; focus on totals filters
Alt+F3	Filter on selected cell value
Shift+Alt+F3	Add filter on selected field
Ctrl+Alt+Shift+F3	Reset filters

**Quick Entry**

Press these keys	To do this
Ctrl+Shift+Enter	Go to next Quick Entry field outside a list
Enter/Shift+Enter	Go to next/previous Quick Entry field

**Report Preview**

Press these keys	To do this
Ctrl+Home/End	Go to the first/last page

Source: <https://docs.microsoft.com/en-us/dynamics365/business-central/keyboard-shortcuts-cheatsheet>