

Help	Tab Nav				Go to		Enter Query	Exec Query		List Values	Save			Next Field	Tab or Enter	Exit	Ctrl+Q
<b>F1</b>	<b>F2</b>	<b>F3</b>	<b>F4</b>		<b>F5</b>	<b>F6</b>	<b>F7</b>	<b>F8</b>		<b>F9</b>	<b>F10</b>	<b>F11</b>	<b>F12</b>	Prior Field	Shift + Tab	Cancel	Esc
Disp Err	Count Query	Select	Clear Rec	<b>Shift</b>	Clear Blk		Rollback	Print	<b>Shift</b>					Clear Field	Ctrl + U	Delete Backward	Backspace
Show Keys				<b>Ctrl</b>										Prev/Next Block	Ctrl + PgUp/PgDwn	Delete Character	Delete
														Scroll Left/Right	Shift Left/Right	Insert/Replace	Insert
														Prev. Menu	Ctrl + Enter	Scroll Up/Down	PgUp/Dwn
														First/Last Rec	Shift Home/End	Start/End of Line	Home/End

FUNCTION	KEYSTROKE	FUNCTION	KEYSTROKE
<b>FORM</b>		<b>QUERY</b>	
Command Menu	Alt key	Cancel Query	Ctrl - Q
Clear Form /Rollback	Shift-F7	Count Query Hits	Shift - F2
Direct Access	F5	Enter Query	F7
<b>BLOCK</b>		Execute Query	F8
Next Block	Ctrl - Page Down	Exit With Value	Shift - F3 or Enter
Previous Block	Ctrl - Page Up	Wildcard	%
Clear Block	Shift - F5	<b>OTHER</b>	
<b>FIELD</b>		Commit /Accept /Save	F10
Clear Field	Ctrl - U	Menu	Alt key
Duplicate Field /Item	F3	Enter	Enter
Next Field	Tab or Enter	Exit /Cancel	Ctrl - Q
Previous Field/ Item	Shift - Tab	Print	Shift - F8
Delete Backward	Backspace	List of Values	F9
Delete Character	Delete	<b>CURSOR MOVEMENT</b>	
<b>RECORD</b>		Left	Left Arrow
Clear Record	Shift-F4	Right	Right Arrow
Remove Record	Shift - F6	Move Left One Word	Ctrl - Left
Duplicate Record	F4	Move Right One Word	Ctrl - Right
Insert Record	F6	Scroll Up	Page Up
Next Record	Down Arrow	Scroll Down	Page Down
Previous Record	Up Arrow	<b>HELP</b>	
Next Set of Records	Page Down	Help	F1
		Show Function Keys	Ctrl - F1



	Function	Keyboard Shortcut	Description
	Save	F10	Saves all changes made
	Rollback	Shift + F7	Clears all information and returns to the Key Block
	Select	Shift + F3	Enters the highlighted value into the current field
	Enter Query	F7	Activates the Query function
	Execute Query	F8	Uses criteria to search the database
	Previous Block	Ctrl + PgUp	Moves to the previous information block
	Next Block	Ctrl + PgDn	Moves to the next information block
	Online Help		Displays information about the active form
<b>X</b>	Exit	Ctrl + Q	Closes the form. Will exit Banner if you are in a menu.





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