

COMMONLY USED KEYBOARD SHORTCUTS

Move to the next field	Tab
Move to the previous field	Shift+Tab
Move forward one row	Down Arrow
Move back one row	Up Arrow
Move forward one screen	Page Up
Move backward one screen	Page Down
Move to the beginning of the current field	Home
Move to the end of the current field	End
Move to the first row of a window	Ctrl+Home
Move to the last row of a window	Ctrl+End
Field insert	Insert or F3
Field delete	Delete or F4
Cancel	Shift+F8
Save (Update)	F10
Close (Finish)	F9
Detail	F2
Direct Access	F8
Record Delete	Shift+F10
Exit	Shift+F9
Field Help	F1
Process Help	Shift+F1
Keyboard Shortcut Help	Shift+F2