



## **Banner 8 vs Banner 9 Keystrokes for the PC**

<b>Action</b>	<b>Banner 8 Keystroke</b>	<b>Banner 9 Keystroke</b>
Cancel Page, Close Current Page, or Cancel Search/Query	Ctrl + Q	Ctrl + Q
Change MEP Context		Alt + Shift + C
Choose/Submit	Enter	Enter
Clear All in Section	Shift + F5	Shift + F5
Clear One Record	Shift + F4	Shift + F4
Clear Page or Start Over	Shift + F7	F5
Count Query	Shift + F2	Shift + F2
Delete Record	Shift + F6	Shift + F6
Down/ Next Record	Down Arrow	Down Arrow
Duplicate Item	F3	F3
Duplicate Selected Record	F4	F4

<b>Action</b>	<b>Banner 8 Keystroke</b>	<b>Banner 9 Keystroke</b>
Edit	Ctrl + E	Ctrl + E
Execute Filter Query	F8	F8
Exit	Ctrl + Q	Ctrl + Q
Expand/ Collapse Drop Down Field	Click Field	Alt + Down Arrow
Export	Extract Data with Key or Extract Data no Key	Shift + F1
First Page		Ctrl + Home
Insert/ Create Record	F6	F6
Last Page		Ctrl + End
List of Values	F9	F9
More Information	Alt + H	Ctrl + Shift + U
Next Field or Item	Tab	Tab
Next Page Down	Page Down	Page Down
Next Section	Ctrl + Page Down	Alt + Page Down
Open Menu Directly	F5	Ctrl + M

<b>Action</b>	<b>Banner 8 Keystroke</b>	<b>Banner 9 Keystroke</b>
Open Related Menu		Alt + Shift + R
Page Tab 1, Page Tab 2, etc		Ctrl + Shift + 1 Ctrl + Shift + 2
Previous Field or Item	Shift + Tab	Shift + Tab
Previous Page Up	Page Up	Page Up
Previous Section	Ctrl + Page Up	Alt + Page Up
Print	Shift + F8	Ctrl + P
Refresh or Rollback	Shift + F7	F5
Save	F10	F10
Search or Open Filter Query	F7	F7
Select on a Called Page	Shift + F3	Alt + S
Toggle Multi/ Single Records View		Ctrl + G
Up/Previous Record	Up Arrow	Up Arrow