The following table describes keyboard shortcuts for navigating and accessing different elements of a page, such as

Press these keys (in macOS)	To do this
Alt+Down Arrow	Open a drop-down list or look up a value for a field.
Alt+Up Arrow	Show tooltip for a field or a column header of a table. If the field has validation errors, press Alt+Up Arrow to show the validation error. Press Esc or Alt+Up Arrow to close the tooltip.
Alt+F2	Show and hide the FactBox pane.
Alt+Shift+F2	Shift between **Details** and **Attachments** in the FactBox pane.
Alt+O	Add a new note for the selected record, even if the FactBox pane is not open.
Alt+Q (Ctrl+Option+Q)	Open the Tell Me window. For more information, see Finding Pages and Information with Tell Me.
Alt+N	Open a page to create a new record. (Similar to choosing the **New** and **+** actions.)
Alt+Shift+N	Close a newly created page and open a new one to create a new record.
Alt+T	Open the **My Settings** page.
Alt+Right Arrow	Look up additional information or underlying values for a field that contains the button. This is used when the usual drop-down button (Alt+Down Arrow) in the same field is used for another purpose.
Shift+F12	Open the feature overview. For more information, see Finding Pages from a Feature Overview.
Ctrl+Alt+Shift+C	Display information in the company badge.
Ctrl+Alt+F1	Open and close the page inspection pane. The page inspection pane shows information about the page, like its source table, fields, filters, extensions, and more. For more information, see Inspecting Pages.
Ctrl+C	Copy the value of field. If the field is in focus, and you have not selected any text in the field, this will copy the entire value. If you have selected any text in the field, then it will copy the selected text only.
Ctrl+F1	Open the Business Central help for the page.
Ctrl+F12	Switch between wide and narrow layout view.

Ctrl+Click	Navigate during personalizing or customizing when the action is highlighted with an arrowhead. For more information, see Personalize Your Workspace.
Ctrl+F5	Reload the Business Central application. (Similar to selecting refresh/reload in the browser.)
F5	Refresh the data on the current page. Use this to ensure that the data on the page is up-to-date with any changes that others have made while you are working.
Enter	Enable or access the element or control that is in focus.
Esc	Close the current page or drop-down list.
Tab	Move focus to the next control or element on a page, such as actions, buttons, fields, or list headings.
Shift+Tab	Move focus to the previous control or element on a page, such as actions, buttons, fields, or list headings.

Keyboard Shortcuts in Lists

The following table describes the keyboard shortcuts that you can use on a list page. The shortcut action is slightly

General

Press these keys (in macOS)	To do this in a list view
Alt+F7	Sort the selected column in ascending or descending order.
Alt+N	Insert a new line in an editable list, such as the **G/L Budgets** page.
Shift+F10	Open a menu of options that are available for the selected row.

Navigating Between Rows and Columns

Press these keys (in macOS)	To do this in a list view
Ctrl+Home (Fn+Ctrl+Left Arrow)	Select the first row in the list; focus remains in the same column.
Ctrl+End (Fn+Ctrl+Right Arrow)	Select the last row in the list; focus remains in the same column.
Home (Fn+Left Arrow)	Move to the first field in the row.
End (Fn+right Arrow)	Move to the last field in the row.
Enter	Open the record that is associated with the field.

	Only relevant if a card page is associated with the record.
Ctrl+Enter	Move focus to the next element outside the list.
Down Arrow	Move in the same column to the field in the row below.
Up Arrow	Move in the same column to the field in the row above.
Right Arrow	In a view-only list, move in the same row to the next field to the right. In an editable list, move to the right within the current field.
Left Arrow	In a view-only list, move in the same row to the previous field to the left. In an editable list, move to the left within the current field.
Page Up (Fn+up Arrow)	Scroll to display the set rows above the current rows in view.
Page Down (Fn+down Arrow)	Scroll to display the set rows below the current rows in view.
Tab	In editable list, move in the same row to the next field to the right.
Shift+Tab	In editable list, move in the same row to the previous field to the left.

Selecting, Copying, and Pasting

Press these keys (in macOS)	To do this in a list view
Ctrl+Click (Cmd+Click)	Extend the selection of rows to include the row that you click.
Shift+Click	Extend the selection of rows to include the row that you click and all the rows in between. You can use this after using Ctrl+Up Arrow or Ctrl+Up Down to expand your selection.
Ctrl+Up Arrow (Ctrl+Cmd+Up Arrow)	Move focus to the row above and keep the current row selected.
Ctrl+Down Arrow (Ctrl+Cmd+Down Arrow)	Move focus to the row below and keep the current row selected.
Ctrl+Space Bar (Ctrl+Cmd+Space)	Extend the selection of rows to include the focused row. You can use this after using Ctrl+Up Arrow or Ctrl+Down Arrow to expand your selection.
Ctrl+A	Select all rows.
Ctrl+C	Copy the selected rows to the Clipboard.

(Cmd+C)	
Ctrl+V (Cmd+V)	Paste the selected rows from the Clipboard into the current page or external document, like Microsoft Excel or Outlook email. You can only do this in editable lists.
Shift+Up Arrow	Extend the selection of rows to include the row above.
Shift+Down Arrow	Extend the selection of rows to include the row below.
Shift+Page Up (Shift+Fn+Up Arrow)	Extend the selection of rows to include all visible rows above the current selection of rows.
Shift+Page Down (Shift+Fn+Down Arrow)	Extend the selection of rows to include all visible rows below the current selection of rows.
F8	Copy the field in the same column of the row above, and paste it into the current row. You can only do this in editable lists. Using this shortcut followed by a Tab lets you quickly fill out fields in line items that you want to have the same value as the row above.

[Searching and Filtering Lists](#)

Press these keys (in macOS)	To do this
F3	Toggles the search box. Activate the search box, so you can start typing your search text. If the search box is already activated, F3 returns to the list without clearing the search text.
Shift+F3	Open and close the filter pane. If the filter pane is not open, Shift+F3 opens it and focuses on the **+ Filter** action under **Filter list by**, which lets you just hit Enter to start adding a field filter. If the filter pane is already open, Shift+F3 closes it but does not clear any filters that you have added.
Ctrl+Shift+F3	Open and close the filter pane. If the filter pane is not open, Ctrl+Shift+F3 opens it and focuses on the **+ Filter** action under **Filter total by**, which lets you just hit Enter to start adding a totals filter. If the filter pane is already open, Ctrl+Shift+F3 closes it but does not clear any filters that you have added.
Alt+F3	Toggle filtering to the selected value.

	Applies a column filter on the selected field value in the list. This does the same as choosing **Filter to this value** from a column heading. It opens the filter pane, sets filter to the selected value, while focus remains on cell in the list.
	If the column is already filtered, Alt+F3 clears the filter on that column.
Shift+Alt+F3	Open the filter pane and add a filter on the selected column in the list. Focus is on the new filter field which lets start typing the filter criteria right away.
	This does the same as selecting **Filter** from the column heading.
	If there is already a filter on the field, a new filter is added.
Ctrl+Shift+Alt+F3	Reset filters. This does the same as choosing **Reset filters** in the filter pane, and it applies to field and totals filters.
	Filters return to the default filters for the current view. If the current view is **All**, then this is the same as returning to an unfiltered view with all records.
Ctrl+Enter	Change focus from the filter pane back to the list.

[Keyboard Shortcuts in Cards and Documents](#)

The following shortcuts are available on card pages, such as **Customer Card**, and document pages, such as **Sales**

Press these keys (in macOS)	To do this
Alt+F6	Toggle collapse/expand for the current FastTab.
Alt+N	Open a page to create a new record; the same way as choosing the **New** action.
Alt+Shift+N	Close a page and open a new one to create a new record; the same way as selecting the **OK & New** action.
Alt+Shift+W	Open the current card or document in a new window. For more information, see Multitasking Across Multiple Pages.
Ctrl+Down Arrow	Open the next record for an entity.
Ctrl+Up Arrow	Open the previous record for an entity.
Ctrl+Insert	Insert a new line in documents.

Ctrl+Delete	Delete the line, in documents, journals, and worksheets.
Ctrl+Shift+F12	Maximize the line items part on a document page. Press the keys again to return to the normal display. For more information, see Focusing on Line Items.
F6	Move to the next FastTab or part (sub-page).
Shift+F6	Move to previous FastTab or part (sub-page).

Quick Entry Shortcuts for Fields

The following shortcuts pertain to the Quick Entry feature on cards, documents, and list pages. On lists, the shortcuts cannot be used when the list is in the tile view. For more information about Quick Entry, see Accelerating Data Entry Using Quick Entry.

Press these keys (in macOS)	To do this
Enter	Confirm the value in the current field and go to the next Quick Entry field.
Shift+Enter	Confirm the value in the current field and go to the previous Quick Entry field.
Ctrl+Shift+Enter	Confirm the value in the current column and go to next Quick Entry field outside the list. This shortcut applies to embedded lists on a page, such as line items on a sales order. It enables you to quickly get out of the list and continue entering data in other fields on the page.

Keyboard Shortcuts in the Calendar (Date Picker)

When setting a date field, you can either enter the date manually or open a calendar (date picker) that lets you select the date you want. The following table describes the keyboard shortcuts for the calendar.

Press these keys (in macOS)	To do this
Ctrl+Home	Open the calendar if closed. **Note**: This does not work if the date field is in a grid, where Ctrl+Home jumps to the first row.
Ctrl+Home (Cmd+Home)	Move to the current month, current day.
Ctrl+Left Arrow (Cmd+Left Arrow)	Move to the previous day.
Ctrl+Right Arrow (Cmd+Right Arrow)	Move to the next day.

Ctrl+Up Arrow (Cmd+Up Arrow)	Move to the previous week, same day of the week.
Ctrl+Down Arrow (Cmd+Down Arrow)	Move to the next week, same day of the week.
Enter	Select the focused date.
Ctrl+End (Cmd+End)	Close the calendar and delete current the date.
Esc	Close the calendar without a selection, keep current date.
Page Down	Move to the next month.
Page Up	Move to the previous month.

Keyboard Shortcuts in Date Fields

Press these keys (in macOS)	To do this
t	Enter the current date. "T" stands for "today".
w	Enter the work date. For more information, see Work Date

Keyboard Shortcuts in the Report Preview

Press these keys (in macOS)	To do this
Down Arrow	Scroll down the page.
Up Arrow	Scroll up the page.
Ctrl+0 (zero) (Cmd+0)	Fits the entire page on the page.
Ctrl+Home (Cmd+Home)	Go to the first page of the report.
Ctrl+End (Cmd+Home)	Go to the last page of the report.
Left Arrow	Scroll to the left when the page is zoomed in so that it is not entirely in view.
Right Arrow	Scroll to the right when the page is zoomed in so that it is not entirely in view.
Page Down (Fn+Down Arrow)	Go to the next page of the report.
Page Up (Fn+Up Arrow)	Go to the previous page of the report.

Keyboard shortcuts in the business appplication

Press these keys (in macOS)	To do this
Shift+F7	Open the card page from a list
F7	Statistics
Ctrl+F7	Entries
F9	Post journal line or document
Shift+F9	Post & Print journal line or document
Alt+D	Show Dimensions
Shift+F11	Set Applies-to ID

Shift+Ctrl+I (Shift+Cmd+I)	Go to Item Tracking Lines
Ctrl+Right Arrow (Cmd+Right Arrow)	Finalize and send the invoice