

Banner 9 Keyboard Shortcuts

The following table lists the keyboard shortcuts that you can use to navigate through Banner 9.

Action	Banner 9	Action	Banner 9
Banner Landing Page		General Page Commands (continued)	
Access Help	Ctrl + Shift + L	Delete record	Shift + F6
Display Applications	Ctrl + M	Down/Next Record	Down arrow
Display Recently Opened items	Ctrl + Y	Duplicate Item	F3
Display Dashboard	Ctrl + Shift + X	Duplicate Selected Record	F4
Search	Ctrl + Shift + Y	Edit	Ctrl + E
Sign out	Ctrl + Shift + F	Execute Filter Query	F8
Banner Document Management (BDM)		Exit	Ctrl + Q
Add BDM documents	Alt + A	Expand/Collapse Drop-Down Field	Alt + Down arrow
Retrieve BDM documents	Alt + R	Export	Shift + F1
General Page Commands		First Page	Ctrl + Home
Cancel page, Close current page, Cancel Search/Query	Ctrl + Q	Insert/Create Record	F6
Change MEP Context	Alt + Shift + C	Last Page	Ctrl + End
Choose/Submit	Enter	List of Values	F9
Clear All in Section	Shift + F5	More Information	Ctrl + Shift + U
Clear One Record	Shift + F4	Next Field or Item	Tab
Clear Page / Start Over	F5	Next Page Down	Page Down
Count Query	Shift + F2	Next Section	Alt + Page Down

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The following table lists the keyboard shortcuts that you can use to navigate through Banner 9.

Action	Banner 9
General Page Commands (continued)	
Open Applications Menus Directly	Ctrl + M
Open Related Menu	Alt + Shift + R
Open Tools Menu	Alt + Shift + T
Page Tab 1, Page Tab 2, etc.	Ctrl + Shift + 1 Ctrl + Shift + 2
Previous Field or Item	Shift + Tab
Previous Page Up	Page Up
Previous Section	Alt + Page Up
Print	Ctrl + P
Refresh or Rollback	F5
Save	F10
Search / Open Filter Query	F7
Select on a Called Page	Alt + S
Toggle Multi/Single Record View	Ctrl + G
Up/Previous record	Up arrow
Workflow	
Release Workflow	Alt + Q
Submit Workflow	Alt + W