

Microsoft Dynamics SL

Keyboard Shortcuts



Shortcut Command	Feature
FORM SHORTCUTS	
F1	Opens SL Help specific to the screen you are on
F2	In a date field, brings up the relative period or relative date values in a text field, allows cursor movement inside the field (including “Home” & “End”)
F3	Opens PV list or the calendar on date fields. If you prefer the mouse, double right click on the field
F4	Toggles between “Field View” and “Grid View” (same as double left click)
F5	Clears the value in a field
F7	Insert today’s date in a date field
F9	Opens Note
Alt+F3	Search (same as Magnifying Glass)
DATA ENTRY IN FORMS	
Tab	Move to the next option, group, or field
Shift+Tab	Move to the previous option, group, or field
Esc	Cancel a command, or close a selected list or dialog box
Ctrl+S	Save
Shift+F12	Save
Alt+S	Save and Close
Spacebar	Open Search
Ctrl+Shift+S	Save and then open a new form (Save and New) (When forms are in Edit Mode)
Alt+Down Arrow	Open the lookup menu with the most recently used items in Alphabetical Order
Enter	Open a lookup drop-down list
Esc	Close a lookup drop-down list
Alt+Shift+N	Add a step in the business process editor
Ctrl+]]	Tab to the Command Bar
Shift+Alt+T	Apply an email template (when editing an email message)
Ctrl+Shift+2	Tab to a form’s associated grid navigation button
Ctrl+Shift+3	Tab to the Navigation bar
Ctrl+Shift+8	Tab to the Main menu button on the Navigation bar
Tab/Right Arrow	Move to next field

Shortcut Command	Feature
DATA ENTRY IN FORMS	
Shift+Tab/Left Arrow	Move to previous field
Arrow Up	Move to the cell above (or column header from the first row)
Arrow Down/Enter	Move to the cell below when not in edit mode
Esc	Close an open drop-down list
Esc	Cancel your edits
PgDn	Move to next page (if any)
PgUp	Move to previous page (if any)
Spacebar	Sort by column when the focus is on the column header

Did you know, many of the common Microsoft Office Shortcuts also work for Dynamics SL?

Ctrl+N	New
Ctrl+A	Select All
Ctrl+S	Save
Ctrl+D	Delete
Ctrl+F	Finish
Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+Home	First
Ctrl+End	Last
Ctrl+Z	Undo Paste
PgDn	Moves record by record to most recently create
PgUp	Moves record by record to oldest document

For more tips and tricks on Dynamics SL visit the [Crestwood blog](#).