

Function Keys and Keyboard Shortcuts in Dynamics SL



Function Key	What you can use it for:
F1	To Access Dynamics SL Help
F2	To open Relative Date (98.240.00) when the cursor is in a date field or Relative Period (98.250.00) when the cursor is in a period field
F3	To look up possible values for a field
F4	To switch between form and grid view (in Customization mode opens the property window)
F5	To clear a field in form view or clear a date
F6	To start Insert Object Wizard in standard screen customization
F7	To set a date field to today's date
F9	To enter and display notes

Keyboard Shortcut	What you can use it for:
CTRL + [click in each field)	Use to clear multiple data fields, press and hold CTRL while clicking each data field to clear. Use Actions menu, click Clear Selection .
CTRL + C	To copy a data item
CTRL + X	To cut a data item
CTRL + V	To paste a data item
CTRL + Z	To undo a paste operation
CTRL + F	To save data and clear the screen
CTRL + S	To save data and keep it on the screen
CTRL + N	To clear the screen and enter a new record
CTRL + E	To export data in a grid to Excel
CTRL + D	To delete a data record
ALT + CTRL + C	Launches Customization Mode in a screen
ALT + F4	Closes the active screen
TAB	Go to next field
SHIFT + TAB	Go to the previous field
RIGHT ARROW	To move right one character in a field
LEFT ARROW	To move left one character in a field



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Keyboard Shortcut	What you can use it for:
HOME	Go to the beginning of a field
END	Go to the end of a field
PAGE DOWN	Go to the next record or batch
PAGE UP	Go to the previous record or batch
CTRL + HOME	Go to the first record
CTRL + END	Go to the last record
CTRL _ TAB	Go to the next screen tab
SHIFT_CTRL+TAB	Go to the previous screen tab
ALT + TAB	Go to Windows Taskbar or Quick Launch bar
SHIFT + F3	“Super PV”. Some screens will display additional columns if you open the PV in “Super PV” mode, by using Shift+F3. For example, the GL Account History screen will display Account, Distribution and Type when using F3. However, if using Shift+F3, this same screen will display additional columns: SubAccount, Ledger ID and Fiscal Year, while not displaying Description and Type.