

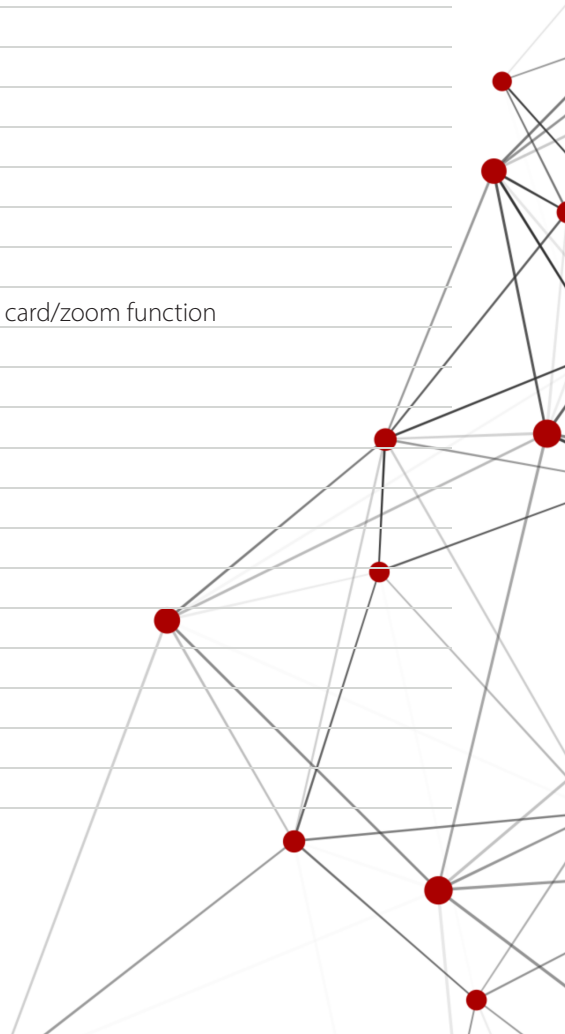
# Function keys and accessibility tools for Microsoft Dynamics NAV

## F-keys

Delete key	Delete the selected text
Esc key	Close the active window/or undo the input/restoration
End key	The cursor jumps to the last field of the line
Home key	The cursor jumps to the first field of the line
Tab	The cursor jumps to the next field
F1	Open the Help window
F2	Edit mode, inline editor for certain changeable fields
F3	The cursor jumps to the field filter
F4	Selection in a field with a drop-down menu
F5	Refresh the card
F6	Jump to the next tab
F7	Open the statistics window
F8	Copy the text from the field to the lines
F9	Post
F10, Alt key	Activate the Action menu, e.g. ALT+E opens the Reports menu

## Ctrl + keyboard shortcuts

Ctrl + F1	Turn the Action Pane on and off
Ctrl + F2	Open a new record
Ctrl + F4	Show the list box in drop-down fields
Ctrl + F7	Shows entries, e.g. Fibu entries in the balance sheet
Ctrl + F9	Share a document
Ctrl + F11	Reconcile postings
Ctrl + E	Export selected records to Microsoft Office Excel
Ctrl + L	Show links related to the record
Ctrl + F2	Create a new record
Ctrl + O	Open a client
Ctrl + P	Print
Ctrl + W	Export selected records to Microsoft Office Word
Ctrl + PageDown	Show the next record or card in lists
Ctrl + PageUp	Show the previous record or card in lists
Ctrl + Alt + F1	Show information like FlowFilter, table filter for the current card/zoom function
Ctrl + Delete	Delete the selected lines
Ctrl + Home	Jump to the first line in the list
Ctrl + End	Jump to the last line in the list
Ctrl + Enter	Save and close the card, similar to clicking OK
Ctrl + Insert	Insert new line, e.g., in Order lines
Ctrl + Shift + F3	Show the calculation of totals
Ctrl + Shift + A	Reset all filters
Ctrl + Shift + D	Show dimensions
Ctrl + Shift + K	Edit lists
Ctrl + Shift + L	Show lists
Ctrl + Shift + V	Show a card or a document in view mode
Ctrl + Shift + W	Show the list in a separate window



## Shift + keyboard shortcuts

Shift + F1	Show the corresponding error alert
Shift + F3	Show the current fields in lists
Shift + F7	Open the current card, e.g. the customer card in a sales order
Shift + F9	Post and print
Shift + F10	Show a quick selection menu, similar to the right mouse click
Shift + F12	Open the Role Center
Shift + Tab	Jump to the next field

## Alt + keyboard shortcuts

Alt + F3	The list is filtered by the current field
Alt + F6	Expand and collapse the tab
Alt + A	Display the <i>Actions</i> menu
Alt + I	Display the <i>Related Information</i> menu
Alt + R	Display the <i>Reports</i> menu
Alt + Left arrow	Jump to the previous menu item in the navigation
Alt + Right arrow	Jump to the next menu item in the navigation

## Date entries

12.10.2019	2-, 4- or 6-digit date format can chosen. In addition to dots and blank space, the delimiters are also hyphen, colon, comma and slash
h	Today, the system date will be used as the current date
A	You can set the working date in Microsoft Dynamics NAV by pressing Alt + M or in menu under Working Date. If no working date has been defined, the system date is used.
Mo19	A weekday followed by a calendar week (and optionally by the year) stands for the date. Thus, mo12 or Mo12 stands for Monday of the 19th calendar week
p1..p6	Corresponds to the periods de fined in the accounting periods. As a rule, the period is a calendar month
J	Current fiscal year (January 1, 2019 to December 31, 2019)
J-1	Previous year, e.g., January 1, 2019..December 31, 2019, also functions for previous periods p-12

## Formulas for filters

Equal	10000	Customer number 10000
Range	10000..40000	Customer number 10000 to 40000
	..31.12.19	Date up to and including December 31, 2019
	01.01.2019..	The date of January 01, 2019 and later
Either/or	10000 40000	Customer number 10000 and/or 40000 (  = AltGr + 7)
Different from	<>0	All but 0
Greater than	>100	Number/amount greater than 100
Greater than or equal	>=100	Number/amount of 100 or greater
Less than	<100	Number/amount less than 100
Less than or equal	<=100	Number/amount of 100 or less
Placeholder	*AG*	Text contains "AG"
	*AG, AG*	Text ending and beginning with "AG"
	@meier	Text beginning with "Meier" or "meier"

## Combined formulas

5800 6000..6999	5800 and all numbers from 6000 to 6999 (  = AltGr + 7)
..100 400..	To number 100 inclusive and from number 400
>50<&100	Greater than 50 and less than 100, all between 51 and 99

