

## Banner 7.x Navigation Keys

Function	Icon	Pull Down Menu Command	Keystrokes
<b>Cancel Query:</b> Cancels the current query.		<b>Query</b> menu then choose <b>Cancel</b>	
<b>Clear Item:</b> Deletes information in the current field.		<b>Item</b> menu then choose <b>Clear</b>	<b>Shift + F3</b>
<b>Clear Record:</b> Clears information from the current record.		<b>Record</b> menu then choose <b>Clear</b>	<b>Shift + F4</b>
<b>Count Query Hits:</b> Displays number of records from query.		<b>Query</b> menu then choose <b>Count Hits</b>	<b>Shift + F6</b>
<b>Display Error</b>		<b>Help</b> menu then choose <b>Display Error</b>	
<b>Duplicate Record</b>		<b>Record</b> menu then choose <b>Duplicate</b>	<b>F5</b>
<b>Enter Query:</b> Allows you to enter search criteria for a query.		<b>Query</b> menu then choose <b>Enter</b>	<b>F7</b>
<b>Execute Query:</b> Searches the database to display records based on search criteria.		<b>Query</b> menu then choose <b>Execute</b>	<b>F8</b>
<b>Exit Form:</b> Exits the current form or Banner session.		<b>File</b> menu then choose <b>Exit</b>	<b>F4</b>
<b>Insert Record:</b> Inserts record after current record.		<b>Record</b> menu then choose <b>Insert</b>	
<b>Move Between Tabs:</b> Moves from tab to tab (blocks) in a form.			<b>CTRL + Tab</b>
<b>Next Block:</b> Moves the cursor to the next block/tab.		<b>Block</b> menu then choose <b>Next</b>	<b>Page Down</b>
<b>Next Field:</b> Moves cursor to next field			<b>Shift + Tab</b>
<b>Next Record:</b> Moves the cursor to the first entry field of the next record.		<b>Record</b> menu then choose <b>Next</b>	<b>Down Arrow</b>
<b>Online Help:</b> Opens online help system.		<b>Help</b> menu then choose <b>Online Help</b>	<b>F1</b>
<b>Previous Block:</b> Moves the cursor to the previous block/tab.		<b>Block</b> menu then choose <b>Previous</b>	<b>Page Up</b>
<b>Previous Field:</b> Moves cursor to previous field.			<b>Tab + Shift</b>
<b>Previous Record:</b> Moves the cursor to the first entry field of previous record.		<b>Record</b> menu then choose <b>Previous</b>	<b>Up Arrow</b>
<b>Print:</b> Captures the current window and sends to printer.		<b>File</b> menu then choose <b>Print</b>	<b>Shift + F8</b>
<b>Remove Record:</b> Removes the current record.		<b>Record</b> menu then choose <b>Remove</b>	
<b>Rollback:</b> Clears all information and returns you to the first entry field.		<b>File</b> menu then choose <b>Rollback</b>	<b>F3</b>
<b>Save:</b> Saves all changes entered.		<b>File</b> menu then choose <b>Save</b>	<b>F10</b>
<b>Select:</b> Selects a record after a query is executed.		<b>File</b> menu then choose <b>Select</b>	<b>F9</b>
<b>Show Keys:</b> Shows available keyboard commands.		<b>Help</b> menu then choose <b>Show Keys</b>	<b>CTRL + F1</b>
<b>View and Send Message:</b> View system or user messages.			