



Era-Ignite Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	Add new record	Ctrl + A	Most used Era-Ignite Shortcuts
2	Open new search screen	Ctrl + S	Most used Era-Ignite Shortcuts
3	Browse backward	Ctrl + B	Most used Era-Ignite Shortcuts
4	Browse forward	Ctrl + F	Most used Era-Ignite Shortcuts
5	Copy highlighted text	Ctrl + C	Most used Era-Ignite Shortcuts
6	Cut highlighted text	Ctrl + X	Most used Era-Ignite Shortcuts
7	Paste text	Ctrl + V	Most used Era-Ignite Shortcuts
8	Undo current field	Ctrl + Z	Most used Era-Ignite Shortcuts
9	Access Application Navigator	Alt + End	Most used Era-Ignite Shortcuts
10	Access drop-down menus at top of screen	Alt + A-Z	Most used Era-Ignite Shortcuts
11	Move through open windows	Alt + Tab	Most used Era-Ignite Shortcuts
12	Move to next required field	Ctrl + Enter	Most used Era-Ignite Shortcuts
13	Highlight first item in list or first cell in table	Ctrl + Home	Most used Era-Ignite Shortcuts
14	Move forward through tabs on screen	Ctrl + Tab	Most used Era-Ignite Shortcuts
15	Move backward through tabs on screen	Ctrl + Shift + Tab	Most used Era-Ignite Shortcuts
16	Move forward through subscreens	Page Down key	Most used Era-Ignite Shortcuts
17	Move backward through subscreens	Page Up key	Most used Era-Ignite Shortcuts
18	Move to first item in drop-down list	Home	Most used Era-Ignite Shortcuts
19	Move to last item in drop-down list	End	Most used Era-Ignite Shortcuts
20	Expand current selection	Shift + Right Arrow key	Most used Era-Ignite Shortcuts
21	Collapse current selection	Shift + Left Arrow key	Most used Era-Ignite Shortcuts
22	Move forward one field at a time	Tab	Most used Era-Ignite Shortcuts
23	Move backward one field at a time	Shift + Tab	Most used Era-Ignite Shortcuts
24	Toggle items on/off	Spacebar	Most used Era-Ignite Shortcuts
25	Close active subscreen window	Esc	Most used Era-Ignite Shortcuts

[learn more keyboard shortcuts at https://tutorialtactic.com/](https://tutorialtactic.com/)