



Dynamics NAV Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	Copy	Ctrl + C	Most used Dynamics NAV Shortcuts
2	Paste	Ctrl + V	Most used Dynamics NAV Shortcuts
3	Cut	Ctrl + X	Most used Dynamics NAV Shortcuts
4	Undo	Ctrl + Z	Most used Dynamics NAV Shortcuts
5	Print	Ctrl + P	Most used Dynamics NAV Shortcuts
6	Go to	Ctrl + G	Most used Dynamics NAV Shortcuts
7	Show links	Ctrl + L	Most used Dynamics NAV Shortcuts
8	Create a new record	Ctrl + N	Most used Dynamics NAV Shortcuts
9	Open the company	Ctrl + O	Most used Dynamics NAV Shortcuts
10	Moving to the First field on a line	Home	Most used Dynamics NAV Shortcuts
11	Clear or Delete Selected text	Delete	Most used Dynamics NAV Shortcuts
12	Close the current window	Esc	Most used Dynamics NAV Shortcuts
13	Move to the Last Field on a line	End	Most used Dynamics NAV Shortcuts
14	Move to the next Character or Field	Right Arrow key	Most used Dynamics NAV Shortcuts
15	Move to the previous Character or Filed	Left Arrow key	Most used Dynamics NAV Shortcuts
16	Move to the field above in the Column	Up Arrow key	Most used Dynamics NAV Shortcuts
17	Move to the field below in the same Column	Down Arrow key	Most used Dynamics NAV Shortcuts
18	Export to Microsoft Office Word	Ctrl + W	Most used Dynamics NAV Shortcuts
19	Export to Microsoft Office Excel	Ctrl + E	Most used Dynamics NAV Shortcuts
20	Open the About this Page	Ctrl + Alt + 1	Edit Shortcuts
21	Delete the selected line	Ctrl + Delete	Edit Shortcuts
22	Move to the first line in a list	Ctrl + Home	Edit Shortcuts
23	Move to the last line in a list	Ctrl + End	Edit Shortcuts
24	Save and close window	Ctrl + Enter	Edit Shortcuts
25	Insert new line	Ctrl + Insert	Edit Shortcuts
26	Select Limit totals to table filter	Ctrl + Shift + F3	Edit Shortcuts
27	Clear all filters	Ctrl + Shift + A	Edit Shortcuts
28	Copy Rows	Ctrl + Shift + C	Edit Shortcuts
29	Show dimensions	Ctrl + Shift + D	Edit Shortcuts
30	Edit list	Ctrl + Shift + E	Edit Shortcuts
31	View list	Ctrl + Shift + R	Edit Shortcuts
32	Collapse or expand a line in a hierarchy	Ctrl + Shift + Q	Edit Shortcuts
33	Paste rows	Ctrl + Shift + V	Edit Shortcuts
34	Open a list place in a separate window	Ctrl + Shift + W	Edit Shortcuts
35	Save and close the window	Ctrl + Shift + Enter	Edit Shortcuts
36	Display access keys in the ribbon	Alt	Edit Shortcuts
37	Toggle to display or hide FactBoxes	Alt + F2	Edit Shortcuts
38	Filter to the value in the field	Alt + F3	Edit Shortcuts
39	Close window or close program	Alt + F4	Edit Shortcuts
40	Collapse or expand the active frame	Alt + F6	Edit Shortcuts
41	Optimize space for the current page	Alt + F12	Edit Shortcuts
42	Collapse the ribbon	Ctrl + F1	Documenation Shortcuts
43	Create a New Document	Ctrl + F2	Documenation Shortcuts
44	Select Search pages	Ctrl + F3	Documenation Shortcuts
45	Look up to the related list	Ctrl + F4	Documenation Shortcuts
46	View entries	Ctrl + F7	Documenation Shortcuts
47	Release document	Ctrl + F9	Documenation Shortcuts
48	Select the ribbon and display key tips	Ctrl + F10	Documenation Shortcuts
49	Reconcile or Split lines	Ctrl + F11	Documenation Shortcuts
50	Select the address bar	Ctrl + F12	Documenation Shortcuts
51	Select sorting	Ctrl + T	Documenation Shortcuts
52	Display next Document or card in a list	Ctrl + Page Down key	Documenation Shortcuts
53	Display previous Document or card in a list	Ctrl + Page Up key	Documenation Shortcuts
54	Move up while the selected line stays selected	Ctrl + Up Arrow key	Moving Shortcuts
55	Move down while the selected line stays selected	Ctrl + Down Arrow key	Moving Shortcuts
56	Move to the first field on a line	Ctrl + Left Arrow key	Moving Shortcuts
57	Move to the last field on a line	Ctrl + Right Arrow key	Moving Shortcuts
58	Move to the first line in a list	Ctrl + Home	Moving Shortcuts
59	Move to the last line in a list	Ctrl + End	Moving Shortcuts
60	Open help	F1	Function keys Shortcuts



No.	Action	Windows Shortcuts	Section
61	Edit	F2	Function keys Shortcuts
62	Select type to filter	F3	Function keys Shortcuts
63	Drop-down	F4	Function keys Shortcuts
64	Refresh	F5	Function keys Shortcuts
65	Go to the next Frame	F6	Function keys Shortcuts
66	Display Statistics	F7	Function keys Shortcuts
67	Copy the field above	F8	Function keys Shortcuts
68	Post	F9	Function keys Shortcuts
69	Select the Menu bar	F10	Function keys Shortcuts
70	View Error message	Shift + F1	Page View & Review Shortcuts
71	Select Show Results	Shift + F3	Page View & Review Shortcuts
72	Open a lookup Window	Shift + F4	Page View & Review Shortcuts
73	Go to the Previous frame	Shift + F6	Page View & Review Shortcuts
74	Open the Related card	Shift + F7	Page View & Review Shortcuts
75	Drop-down	Shift + F8	Page View & Review Shortcuts
76	Post and Print	Shift + F9	Page View & Review Shortcuts
77	Display a Shortcut menu	Shift + F10	Page View & Review Shortcuts
78	Apply Entries, Get Source documents	Shift + F11	Page View & Review Shortcuts
79	Open the role center from the Navigation pane	Shift + F12	Page View & Review Shortcuts
80	Move to the Previous field	Shift + Tab	Page View & Review Shortcuts
81	View entries	Ctrl + F7	Page View & Review Shortcuts

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