

## Keyboard Shortcuts for Dynamics SL

### Usability Shortcuts:

F1 — Access Online Help Files  
F2 — Edit in grid view or enter an absolute/relative formula in a date or period field  
F3 — Look up possible values for a field or date  
F4 — Switch between form and grid view  
F5 — Clear the value in a field  
F7 — Set a date field to today's date  
F9 — Enter and display notes  
F10 — Focus on main Dynamics SL window

### Keyboard Shortcuts:

CTRL + C — Copy a data item  
CTRL + X — Cut a data item  
CTRL + V — Paste a data item  
CTRL + Z — Undo a paste operation  
CTRL+F — Save data and clear the screen  
CTRL + S — Save data and keep it on the screen  
CTRL + N — Clear the screen and enter a new record  
CTRL + E — Export data in a grid to Excel  
CTRL + D — Delete a data record  
ALT + CTRL + C — Launch Customization Mode in a screen  
CTRL+[click in each field] — Clear multiple data field. Press and hold CTRL while clicking each data field you wish to clear. Using Actions menu, click Clear Selection.

ALT + F4 — Close the active screen  
TAB — Go to next field  
SHIFT + TAB — Go to the previous field  
RIGHT ARROW — Move right one character in a field  
LEFT ARROW — Move left one character in a field  
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 or "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 such as SubAccount, Ledger ID and Fiscal Year while not displaying Description or Type.

