

















# Are there keyboard shortcuts I can use in Banner 9?

Tell Me

Function	Keyboard Shortcut	Icon
Next field/item	Tab	
Previous field/item	Shift + Tab	
Previous record	Up arrow	
Next record	Down arrow	
Previous page up	Page up	
Next page down	Page down	
First page	Ctrl + Home	
Last page	Ctrl + End	
Page tab 1, Page tab 2, ...	Ctrl + Shift + 1, Ctrl + Shift + 2, ...	
Edit	Ctrl + E	
Choose/Submit/Action	Return/Enter	
List of values	F9	
Cancel form, Exit, Close current page, Cancel search/query	Ctrl + Q	
Save	F10	
Clear one record	Shift + F4	
Delete record	Shift + F6	
Duplicate selected record	F4	
Insert/Create record	F6	
Open menu directly	Ctrl + M	
Next section	Alt + Page down	
Previous section	Alt + Page up	
Duplicate item	F3	
Search/Open filter query	F7	
Execute filter query	F8	
Export	Shift + F1	

Print	Ctrl + P	
Refresh/Rollback	F5	
Open Related menu	Alt + Shift + R	
Open Tools menu	Alt + Shift + T	
Application navigator display open items	Ctrl + Y	
Search	Ctrl + Shift + Y	
Help	Ctrl + Shift + L	
Sign out	Ctrl + Shift + F	
Copy	Ctrl + C	
Cut	Ctrl + X	
Paste	Ctrl + V	
Undo	Ctrl + Z	
Redo	Ctrl + Shift + Z	
Cancel action/Toggle off	Esc	

---

## Related FAQs

- [What training resources are available for Banner 9?](#)
- [Are there keyboard shortcuts I can use in Banner 9?](#)
- [How can I access Banner 8 forms when using Banner 9 pages?](#)
- [What are the Banner 9 forms for Finance information?](#)
- [What are the Banner 9 document prefixes?](#)