

Keep the table below as a chart or cut it out and fold on dotted line, trim and use as a reference strip on your keyboard.

Key	F1	F2	F3	F4		F5	F6	F7	F8		F9	F10
Alone		List of Tabs	Duplicate Field/Item	Duplicate Record		Direct Access	Insert Record	Enter Query	Execute Query		List Values	Save
Shift	Display Error	Count Query (Search)	Select	Clear Record		Clear Block	Remove Record	Rollback	Print			
Ctrl	Show Keys			General Menu								

Key	q	Page Up	Page Dn	Esc	Tab	Up	Down	Enter	Home	End	Left Mouse Double Click
Alone				Cancel	Next Field	Record Scroll Up	Record Scroll Down				On date field = calendar On amount field = calculator
Shift					Previous Field			Previous Menu	First Record	Last Record	On blank fields = Dynamic Help
Ctrl	Exit or Cancel Query	Previous Block	Next Block		Next Field						On some blank fields = Field Validation

Other Shortcuts

To access any of the drop-down menus at the top of your INB screens, press Ctrl+the first letter in the menu item (see table below). This can also be done for the items within these menus; after you access the menu do not release Ctrl, instead type the underlined letter in the menu item you wish to select.

e.g. I want to use the item Remove in the Record menu. To do this I would type Ctrl+R, R.

File	Edit	Options	Block	Item	Record	Query	Tools	Help
Ctrl + F	Ctrl + E	Ctrl + O	Ctrl + B	Ctrl + I	Ctrl + R	Ctrl + Q	Ctrl + T	Ctrl + H