



Business Central Keyboard Shortcuts

Shift+Alt+F2 Switch between FactBox areas
Alt+F2 Business Central help

Ctrl+Alt+F1 Inspect page and data
Ctrl+Shift+F1 Help & Support page
Ctrl+F1 Business Central help

Shift+Alt+F3 Filter to this field
Ctrl+Alt+Shift+F3 Reset all filters
Alt+F3 Filter to this field
Ctrl+Shift+F3 Toggle filter pane (totals)
Shift+F3 Toggle filter pane
F3 Search

Ctrl+F5 Reload Business Central
F5 Refresh data (fast)

Shift+F6 Move to previous FastTab
F6 Move to next FastTab
Alt+F6 Collapse current FastTab

Alt+F7 Sort by current column
F8 Copy from cell above

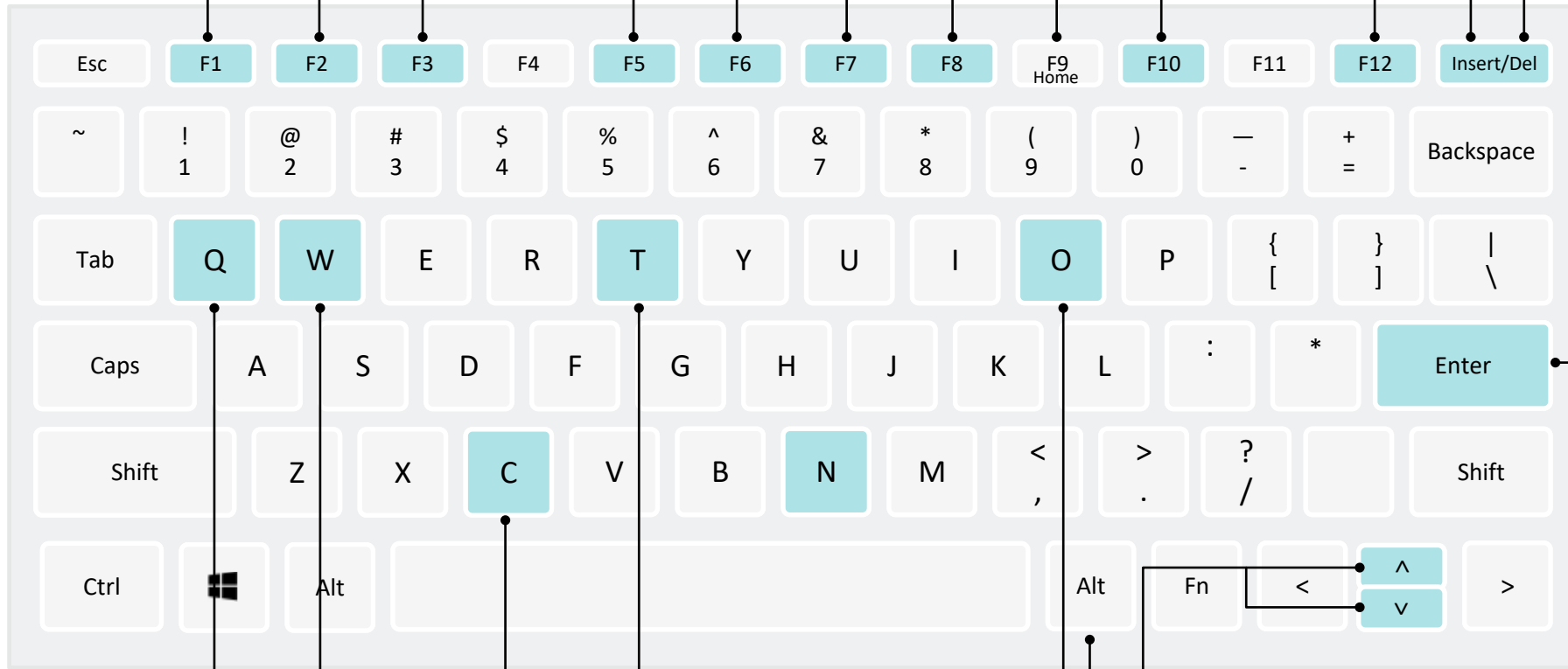
Ctrl+Home Calendar
Shift+Home Show calendar week numbers

Shift+F10 Show content menu

Ctrl+Shift+F12 Focus mode on/off
Ctrl+F12 Switch between slim/wide page
Shift+F12 Role explorer

Ctrl+Insert
Add new line item

Ctrl+Delete
Delete line item



Alt+Q Open TellMe OR Search data
Ctrl+Alt+Q Open Find entries

Alt+Shift+W Pop out page

Shift+Ctrl+Alt+C Company badge

Alt+T My Settings

Alt+N New
Alt+Shift+N OK and New on card and doc pages

Alt+O Add note
Alt Show action shortcuts

Ctrl+Up arrow Previous element
Ctrl+Down arrow Next element
Ctrl+Alt+Down arrow Show details for lookup pages
Alt+Up arrow Show tooltip for field/table column header/inline field error
Alt+Down arrow Open dropdown list

Enter Next QuickEntry
Ctrl+Shift+Enter Next QuickEntry after list
Shift+Enter Previous QuickEntry
Ctrl+Enter Next field outside list OR Back to list from filter