



These keyboard shortcuts can be used to navigate menus, windows, fields, and results tables.

Navigating the Main Tool Bar

To do this...	Use these keys
Navigate to tool bar	Ctrl+F12
Move forward on toolbar	Tab
Move backward on toolbar	Shift+Tab
Select toolbar button	Enter or Spacebar

Navigating Main Menu

To do this...	Use these keys
Open system menu (Restore, Move, Size, Minimize, Maximize, Close)	Alt+Spacebar
Open File menu	F10
Open menu item on main menu	Alt+Underlined Letter
Navigate forward and back through the menu	Right and Left Arrows
Move up one and down in menu	Up and Down Arrows
Close menu (cancel)	Esc
Open cascading menu	Right Arrow
Close cascading menu	Left Arrow or Esc
Open window menu (Restore, Move, Size, Minimize, Maximize, Close)	Ctrl+Spacebar
Select highlighted Item	Enter or Spacebar
Select specific item from open menu	Underlined Letter

Navigating Windows and Workspaces

To do this...	Use these keys
Minimize window	Ctrl+F9
Maximize window	Ctrl+F10
Close window	Ctrl+F4
Cycle through open windows	Ctrl+Up and Down Arrows
Navigate between workspaces	Ctrl+Right and Left Arrows

Navigating Window Contents

To do this...	Use these keys
Navigate forward in content items	Tab
Navigate backward in content items	Shift+Tab

Navigating Text Boxes and Selecting Text

To do this...	Use these keys
Navigate out of a table	Ctrl+Tab
Move cursor forward or back a character	Right or Left Arrow
Move cursor to the beginning of the line or field	Home
Move cursor to the end of the line or field	End
Page down	Page Down
Page up	Page Up
Select all	Ctrl+A
Deselect all	Ctrl+\
Move selection to the right	Shift+Right Arrow
Move selection to the left	Shift+Left Arrow
Move selection up	Shift+Up Arrow
Move selection down	Shift+Down Arrow
Move selection to the beginning of line	Shift+Home
Move selection to the end of line	Shift+End
Move selection up a page block	Shift+Page Up
Move selection down a page block	Shift+Page Down
Move selection to the beginning of a field	Shift+Ctrl+Home
Move selection to the end of a field	Shift+Ctrl+End
Copy selection	Ctrl+C
Delete selection (if allowed)	Ctrl+X or Delete or Backspace
Paste selection	Ctrl+V
Delete next character	Delete
Delete next word	Ctrl+Delete
Delete previous character	Backspace
Delete previous word	Ctrl+Backspace

Navigating to & Selecting from Drop-Down Lists

To do this...	Use these keys
Move up or down an item in an open menu	Up or Down Arrow
Select a specific menu item	Type first letter
Close with no new selection (revert to the previous state)	Esc

Navigating to & Selecting from Drop-Down Check Lists

To do this...	Use these keys
Open the check list	Down Arrow
Navigate through a check list	Down Arrow moves down; Up Arrow moves up
Select an item in the check list	Spacebar
Commit the selection	Enter
Jumps to the first button under the calendar	Tab
When focus is on a button, select the action	Spacebar
When focus is on a button, move to the next button	Tab
Close with no new selection (revert to the previous state)	Esc

Navigating to & Selecting from Drop-Down Calendars

To do this...	Use these keys
Remove a value when the calendar is not open	Spacebar
Open calendar	Down Arrow
Move through calendar days	Up, Down, Left, Right Arrows
Commit selected value	Tab
Commit search selections and execute the search	Enter
Close with no new selection (revert to the previous state)	Esc

Navigating Search Results & Selecting Content from Tables

To do this...	Use these keys
Navigate out of a table	Ctrl+Tab
Navigate cells from left to right in the results table, moving to the first cell in the next line after the last cell	Tab
Navigate cells from right to left in the results table, moving to the last cell in the previous line after the first cell	Shift+Tab
Navigate cells from left to right in the results table without moving to the next line	Right Arrow
Navigate cells from right to left in the results table without moving to the next line	Left Arrow
Move up a row	Up Arrow
Move down a row	Down Arrow
Move cursor to first cell of row	Home
Move cursor to last cell of row	End
Move to first row	Ctrl+Home
Move to last row	Ctrl+End
Enter Edit Mode in a cell (if cell can be edited)	F2
Restore cell contents	Esc
Select all rows	Ctrl+A
Deselect all rows	Ctrl+\
Toggle a single row selection	Ctrl+Spacebar
Extend or move row selection up	Shift+Up Arrow
Extend or move row selection down	Shift+Down Arrow
Extend selection up a page block	Shift+Page Up
Extend selection down a page block	Shift+Page Down
Extend row selection to beginning of table	Shift+Ctrl+Home
Extend row selection to end of table	Shift+Ctrl+End