TIRED OF MOUSING AROUND? TRY USING THE KEYBOARD SHORTCUTS!

For a list of the available shortcuts, click on ? and select List Keyboard Shortcuts from the dropdown:

A sample:

- Move to the next field: Tab
- Move to the previous field: Shift+Tab
- Open a drop-down list to select a value: Down Arrow
- Scroll through the values in a drop-down list: Up/Down Arrow
- Select the highlighted value in the drop-down list: Enter
- Move forward one row in a table: Down Arrow
- Move back one row in a table: Up Arrow
- Move forward one page in a table: Page Up
- Move backward one page in a table: Page Down
- Move to the previous form: Ctrl+Page Up
- Move to the next form: Ctrl+Page Down
- Move to the beginning of the current field: Home
- Move to the end of the current field: End
- Move to the first row of a table: Ctrl+Home
- Move to the last row of a table: Ctrl+End
- Field insert in a table: Insert
- Field delete in a table: Ctrl+Alt+D
- Export table contents to Excel: Ctrl+Alt+E
- Cancel from current form: F8
- Cancel from all forms: Shift+F8
- Finish from current form: Ctrl+F9
- Save current form: F9 | Ctrl+0 (zero, not the letter o)
- Save all open forms: Shift+F9
- Detail: F2
- Print active form: Ctrl+Alt+P
- Help: Ctrl+Alt+H | F1 (shows help for area currently in focus; F1 may not work in all instances)
- Change focus to UI Form Menu Bar (then use tab and arrow keys to access menu items): Ctrl+U
- Show Keyboard Shortcuts: Ctrl+Alt+K