

# Business Central Keyboard Shortcuts

The following list includes helpful shortcuts for Business Central.

Action	Windows	Mac
<b>General Navigation</b>		
Show access keys for actions	Alt	Option (⌘)
Open Tell Me	Alt + Q	Option + Q
Open role explorer	Shift + F12	Shift + F12
Open page search	F3	F3
Refresh page	Ctrl + F5	Command + R
Close current page	Esc	Esc
Move to the next field	Tab	Tab
Move to the previous field	Shift + Tab	Shift + Tab
Open lookup/drop-down	Alt + Down Arrow	Option + Down Arrow
Show tooltip for a field	Alt + Up Arrow	Option + Up Arrow
Switch between wide and narrow layout	Ctrl + F12	Command + F12
Open My Settings	Alt + T	Option + T
Open Find Entries	Ctrl + Alt + Q	Command + Alt + Q
<b>Data Entry and Editing</b>		
Edit the selected row	F2	F2
Copy text	Ctrl + C	Command + C
Cut text	Ctrl + X	Command + X
Paste text	Ctrl + V	Command + V
Select all text	Ctrl + A	Command + A
Undo last action	Ctrl + Z	Command + Z
Redo	Ctrl + Y	Command + Shift + Z
Save changes	Ctrl + Enter	Command + Enter
<b>Grid and List Navigation</b>		
Move down one row	Down Arrow	Down Arrow
Move up one row	Up Arrow	Up Arrow
Move to the first row	Ctrl + Home	Command + Fn + Left Arrow (←)
Move to the last row	Ctrl + End	Command + Fn + Right Arrow (→)
Select multiple rows	Ctrl + Click	Command + Click
Open list sorting/filtering menu	Shift + F3	Shift + F3
<b>Filtering and Searching</b>		
Open filter pane	Shift + F3	Shift + F3
Apply filter	Enter	Enter
Remove filter	Ctrl + Shift + A	Command + Shift + A
Filter to this value	Alt + F3	Option + F3
<b>Reports and Actions</b>		
Print preview	Ctrl + P	Command + P
Export to Excel	Ctrl + Shift + E	Command + Shift + E
Open shortcuts list	Alt + Shift + K	Option + Shift + K
Post a document	F9	F9
Release a document	Ctrl + F9	Command + F9
Open statistics	F7	F7
<b>Numeric Keypad Shortcuts</b>		
Toggle decimal separator	Alt + Decimal Separator	Option + Decimal Separator

Action	Windows	Mac
<b>Quick Entry Shortcuts</b>		
Next Quick Entry field	Enter	Enter
Previous Quick Entry field	Shift + Enter	Shift + Enter
Next Quick Entry field outside a list	Ctrl + Shift + Enter	Command + Shift + Enter
<b>Calendar (Date Picker) Shortcuts</b>		
Open calendar	Ctrl + Home	Command + Fn + Left Arrow (←)
Move to current month and day	Ctrl + Home	Command + Fn + Left Arrow (←)
Move to previous day	Left Arrow	Left Arrow
Move to next day	Right Arrow	Right Arrow
Move to previous week	Up Arrow	Up Arrow
Move to next week	Down Arrow	Down Arrow
Select date	Enter	Enter
Close calendar and delete date	Ctrl + End	Command + Fn + Right Arrow (→)
Close calendar without selection	Esc	Esc
Move to next month	Page Down	Fn + Down Arrow
Move to previous month	Page Up	Fn + Up Arrow
<b>Date Field Shortcuts</b>		
Enter current date	t	t
Enter current date	w	w
Enter work date	Enter work date	Enter work date
<b>Report Preview Shortcuts</b>		
Scroll down the page	Down Arrow	Down Arrow
Scroll up the page	Up Arrow	Up Arrow
Fit entire page	Ctrl + 0	Command + 0
Go to first page	Ctrl + Home	Command + Fn + Left Arrow (←)
Go to last page	Ctrl + End	Command + Fn + Right Arrow (→)
Scroll left	Left Arrow	Left Arrow
Scroll right	Right Arrow	Right Arrow
Go to next page	Page Down	Fn + Down Arrow
Go to previous page	Page Up	Fn + Up Arrow
<b>Zooming Shortcuts</b>		
Zoom in	Ctrl + +	Command + +
Zoom out	Ctrl + -	Command + -
Reset zoom to 100%	Ctrl + 0	Command + 0
<b>Role Explorer Shortcuts</b>		
Open role explorer	Shift + F12	Shift + F12
Open Find box in role explorer	F3	F3
Move to next found feature	Shift + F3 or Ctrl + Down Arrow	Shift + F3 or Ctrl + Down Arrow
Move to previous found feature	Shift + F3 or Ctrl + Up Arrow	Shift + F3 or Ctrl + Up Arrow
Expand/collapse all subnodes	Ctrl + Shift	Command + Shift