 **New** / Ctrl-Down Arrow

 **Find**

 **Show Navigator**

 **Save** / Ctrl-S

 **Switch Responsibility**

 **Printer** / Ctrl-P

 **Close Form** / F4

 **Cut** / Ctrl-X

 **Copy** / Ctrl-C

 **Paste** / Ctrl-V

 **Clear Record** / F6

 Delete **Record** / Ctrl-Up Arrow

\*\* Follow with **Save** / Ctrl-S

 **Edit Field** / Ctrl-E

 **Attachment**

 **Notes**

 **Who**

 **Help** / Ctrl-H

**80% of Problems on Labs solved by Using One of Three Tricks (Use in Order Listed)**

Message/Status Lines Read them!

^L List of Values

F6 Clear Record

# Super “Hot Key”

^K Keyboard Help

**Saving Data (must have completed at least the yellow required fields)**

^S Save (Commit)

**Copy/Cut/Paste**

^C Copy

^X Cut

^V Paste

**Displaying/Editing Full Contents of Fields with Limited View (for example,**

**the field shows only 20 characters, but the maximum length of data content is 60)**

^E Edit Field

**Closing Windows**

F4 Closes **ALL** windows associated with form

^F4 Closes **TOP** window only

**Querying Information – Do NOT enter search criteria until you see BLUE fields**

**(not yellow and white fields)**

F11 Enter Query Mode

Enter Search Criteria

F12 Count Matching Records (recommended)

^F11 Execute/Run Query

F4 Cancel Query

**Clearing/Copying Fields or Records**

F5 Clear **Field**

Shift F5 Duplicate **Field** from above

F6 Clear **Record**

Shift F6 Duplicate **Record** from above

**How to get rid of record – Is it saved?**

Yes: Red X, followed by Save (^S)

No: Clear record (F6)

**Moving around forms**

Tab Field-to-Field

^ Ctrl Key

Shift Tab Backward Field-to-Field

Up/Down Arrows Record-to-Record

F2 Lists tab regions (use arrows to highlight

desired region and then hit enter)

Enter Commits Active Button (**CAREFUL**)

Click Record Indicator Commits Active Button (**CAREFUL**)

Activate Field (check mark) Use Space Bar

Activate Button Alt key plus Letter UNDERLINED on Button