Business Central Keyboard Shortcuts

naviona

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

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

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

Ctrl+Insert
Add a new line item

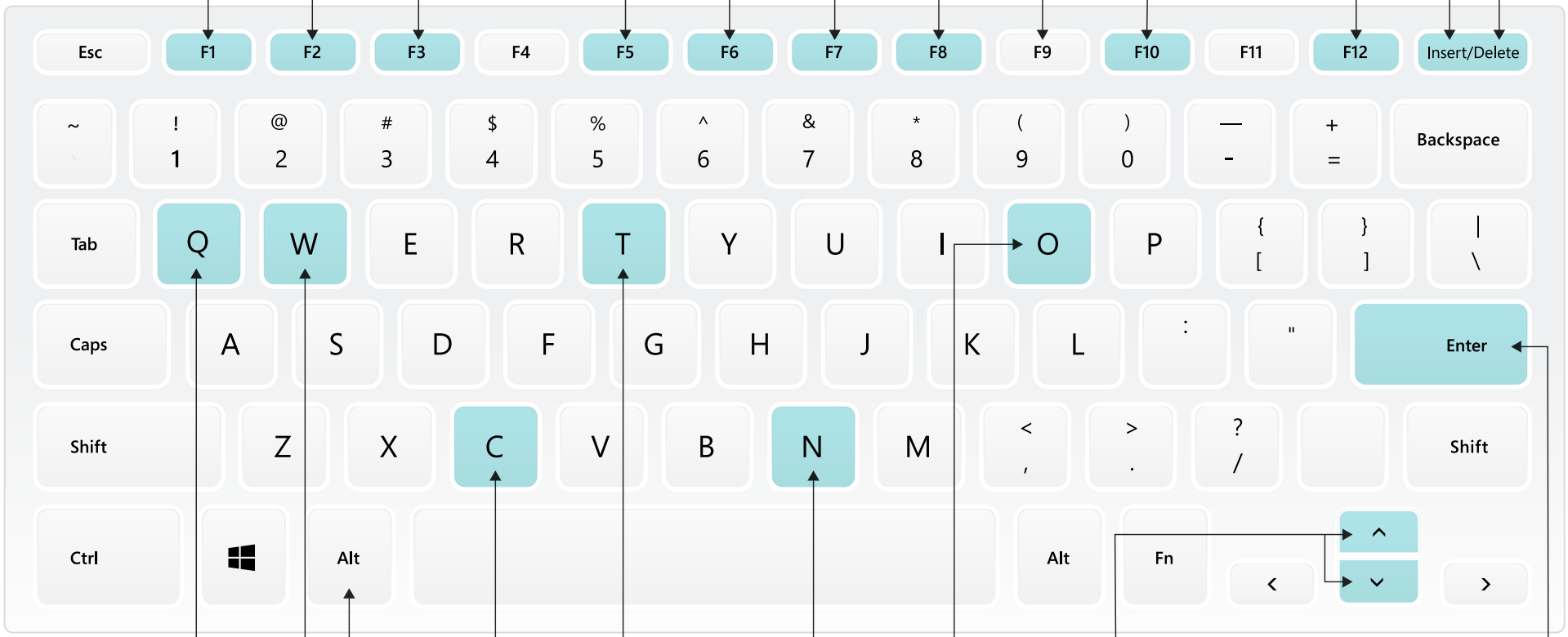
Ctrl+Delete
Delete a line item

Shift+Alt+F2 Switch between FactBox areas
Alt+F2 Toggle FactBox

Ctrl+Alt+F1 Inspect page and data
Ctrl+F1 Business Central Help

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

Shift+F10 Display content menu of an item



Alt+Q Open TellMe

Alt+Shift+W Pop out a page

Alt Show action shortcuts

Shift+Ctrl+Alt+C Company Badge

Alt+T My Settings

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

Alt+O Add a note

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 a field/ column header of a table
Alt+Down arrow Open a drop-down list

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