

Short Cut Keys

Function	Menu Option	Keystroke Option	Toolbar Button
Next Record	Record/Next	Down Arrow	
Previous Record	Record/Previous	Up Arrow	
Clear or Delete Record	Record/Clear or Record/Remove	Shift + F6	
Insert Record	Record/Insert	F6	
Duplicate Record	Record/Duplicate	F4	None
Next Block	Block/Next	Ctrl + Page Down	
Previous Block	Block/Previous	Ctrl + Page Up	
Enter Query	Query/Enter	F7	
Execute Query	Query/Execute	F8	
Cancel Query	Query/Cancel	Ctrl + q	
Rollback	File/Rollback	Shift + F7	
Save or Commit	File/Save	F10	
Exit	File/Exit	Ctrl + q	
Select	File/Select	Shift + F3	