

# D365 for Finance and Operations Keyboard Shortcuts

## Form shortcuts

- Alt** + **N** Create a new record
- Alt** + **Del** Delete a record
- Alt** + **F9** Delete a record
- Alt** + **S** Save record
- Ctrl** + **S** Save record
- Ctrl** + **Shift** + **F5** Undo changes to record
- Shift** + **F5** Data refresh
- Alt** + **Shift** + **F** Move to the Filter box
- F2** Toggle edit mode
- Ctrl** + **'** Perform an action (find a button)
- Ctrl** + **Shift** + **A** Attach a document
- Ctrl** + **Shift** + **E** Export to Excel
- Esc** Close the navigation list on Details form (with focus in the navigation list)

## Form navigation shortcuts

- Tab** / **Shift** + **Tab** Move to the next/previous field
- Space bar** / **Enter** Expand a FastTab (with focus on the FastTab header)
- Alt** + **O** Collapse the current FastTab
- Ctrl** + **Shift** + **G** Switch to grid view
- Ctrl** + **Shift** + **D** Switch to details view
- Ctrl** + **Shift** + **H** Switch to header view
- Ctrl** + **Shift** + **L** Switch to lines view
- Esc** Close the form (click Back)


## Input control shortcuts

- D** + **Tab** Enter the session date in a date field
- T** + **Tab** Enter the current date in a date field
- Ctrl** + **A** Select text in the current field

## Filtering shortcuts

- Ctrl** + **G** Open grid filtering for the current column
- Esc** Close grid filtering for the current column
- Ctrl** + **F3** Open the Filter pane (or switch focus between the Filter pane and the main form if the Filter pane is already open)
- Esc** Close the Filter pane (with focus in the Filter pane)
- Ctrl** + **Shift** + **F3** Open advanced filtering/sort
- \*** "Contains" wildcard useful in Filter box
- Begin typing...** Many drop-down fields will filter automatically on Id and Description columns

## Grid shortcuts

- Page up** / **Page down** Go to the next/previous page of data
-  Create a new row at the bottom of the grid
- Ctrl** + **Shift** + **M** Select or clear all rows
- Ctrl** + **Home** Move to the first record
- Ctrl** + **End** Move to the last record

## Navigation shortcuts

- Alt** + **Shift** + **Home** Go to the dashboard
- Alt** + **Shift** + **F1** Go to the navigation bar
- Alt** + **F1** Go to the navigation pane
- Shift** + **F** Favorite/un-favorite a form (with focus on a form in the navigation pane)
- Ctrl** + **Shift** + **O** Go to the company picker
- Ctrl** + **/** Go to navigation search
- Alt** + **G** Go to navigation search
- Ctrl** + **?** Open the help pane
- Alt** + **Shift** + **T** Open the trace parser