

FUNCTION	TOOLBAR BUTTON	MENU OPTION	KEYSTROKE OPTION
Cancel			ESC
Cancel Query		<u>Q</u> uery / <u>C</u> ancel	CTRL + Q
Clear Block		<u>B</u> lock / <u>C</u> lear	SHIFT + F5
Clear Form		<u>F</u> ile / <u>R</u> ollback	SHIFT + F7
Clear Item		<u>I</u> tem / <u>C</u> lear	CTRL + U
Clear Record		<u>R</u> ecord / <u>C</u> lear	SHIFT + F4
Count Query Hits		<u>Q</u> uery / <u>C</u> ount <u>H</u> its	SHIFT + F2
Delete Left			BACKSPACE
Delete Record		<u>R</u> ecord / <u>R</u> emove	SHIFT + F6
Delete Right			DELETE
Display Error		<u>H</u> elp / <u>D</u> isplay Error	SHIFT + F1
Down			⬇ - DOWN ARROW OR CTRL + L
Duplicate Item		<u>I</u> tem / <u>D</u> uplicate	F3
Duplicate Record		<u>R</u> ecord / <u>D</u> uplicate	F4
Enter Query		<u>Q</u> uery / <u>E</u> nter	F7
Execute Query		<u>Q</u> uery / <u>E</u> xecute	F8
Exit		<u>F</u> ile / <u>E</u> xit	CTRL + Q
Exit With Value		<u>F</u> ile / <u>S</u> elect	SHIFT + F3
Help		<u>H</u> elp / <u>H</u> elp (Item Properties)	F1
Insert Record		<u>R</u> ecord / <u>I</u> nter	F6
Left			⬅ - LEFT ARROW
List		<u>H</u> elp / <u>L</u> ist	F9
Next Item		<u>I</u> tem / <u>N</u> ext	TAB
Next Block		<u>B</u> lock / <u>N</u> ext	CTRL + PAGE DOWN
Next Record		<u>R</u> ecord / <u>N</u> ext	⬇ - DOWN ARROW OR CTRL + L
Previous Block		<u>B</u> lock / <u>P</u> revious	CTRL + PAGE UP
Previous Item		<u>I</u> tem / <u>P</u> revious	SHIFT + TAB
Previous Record		<u>R</u> ecord / <u>P</u> revious	⬆ - UP ARROW OR CTRL + P
Print		<u>F</u> ile / <u>P</u> rint	SHIFT + F8
Remove Record		<u>R</u> ecord / <u>R</u> emove	SHIFT + F6
Right			➡ - RIGHT ARROW
Rollback		<u>F</u> ile / <u>R</u> ollback	SHIFT + F7
Save		<u>F</u> ile / <u>S</u> ave	F10
Select		<u>F</u> ile / <u>S</u> elect	SHIFT + F3
Up			⬆ - UP ARROW OR CTRL + P