



Business Central Keyboard Shortcuts

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

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

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

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

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

Shift+F10 Display content menu of an item

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

Alt+Q Open TellMe
Alt+Shift+W Pop out a page
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
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