



# Business Central Keyboard Shortcuts

Shift+Alt+F2 Switch between FactBox areas  
Alt+F2 Business Central help

Ctrl+Alt+F1 Inspect page and data  
Ctrl+Shift+F1 Help & Support page  
Ctrl+F1 Business Central help

Shift+Alt+F3 Filter to this field  
Ctrl+Alt+Shift+F3 Reset all filters  
Alt+F3 Filter to this field  
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 item

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

Ctrl+Insert Add new line item

Ctrl+Delete Delete line item



Alt+Q Open TellMe OR Search data  
Ctrl+Alt+Q Open Find entries

Alt+Shift+W Pop out page

Shift+Ctrl+Alt+C Company badge

Alt+T My Settings

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

Alt+O Add 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 field/table column header/inline field error  
Alt+Down arrow Open dropdown list

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