# KEYBOARD SHORTCUTS GUIDE

MICROSOFT DYNAMICS NAV 2013 +

## APPLICATION SHORTCUTS

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|---|---|
| F8 | When entering data, using the F8 key will copy down the line above it |
| F4 and Shift-F4 | When in a field with a drop-down, the F4 button will drop down the list. When you see the "…" ellipses in a field, you can hit Shift-F4 to drill into the field |
| Tab / Enter / Shift-Tab | When cycling through fields on a card, the Tab key will go to every field, whereas the Enter key will only go through the Quick Entry fields (you can toggle these using the Customize This Page… setup) and the Shift-Tab will go to the previous field |
| F2 | When you're on a field, by default the entire text is highlighted for you to overwrite. When you don't want to replace all of it, you can hit F2 and then can make edits as necessary |
| F9 and Shift-F9 | The shortcut to post a document (e.g. Gen. Journal, Purchase Invoice, etc.) and Shift-F9 to post & print |
| Ctrl-E | A favourite for accountants – this will Export to Excel (if available) |
| Ctrl-W | Like the above, but export to Word instead |
| Ctrl-Page Up/Page Down | When in a card, this will cycle through the previous/next card |
| Ctrl-Home, Ctrl-End, Shift-Ctrl-End | Ctrl-Home takes you to the top of a list; Ctrl-End takes you to the end; Shift-Ctrl-End will highlight (or select) all records after the one you're on; Ctrl-Home and then Shift-Ctrl-End will select the entire list |
| Ctrl-Shift-A | This shortcut clears all filters you have on a page |
| Ctrl-Shift-C and Ctrl-Shift-V | when on a row, Ctrl-Shift-C copies the entire row and Ctrl-Shift-V pastes it |

## DATE SHORTCUTS

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|---|---|---|---|---|
| W | When used, this key will populate the field with the Working Date of NAV | | | |
| T | when used it will put in today's (hence the "T") system date | | | |
| M – Monday | Tu – Tuesday | We – Wednesday | Th – Thursday | F - Friday |
| CM, CW, CY, CQ | This field will give you the last day of the current month (CM), week (CW), year (CY), or quarter (CQ) | | | |
| xW, xM, xD, xY, xQ | When you replace the "x" with a number it will take today's date and add that many weeks / months / days / years / quarters (e.g. 2W will yield 2 weeks from today's date) | | | |
| 1Y + 2M + 3W - 4D | Can be chained with operators which will add a year, add two months, add three weeks, and subtract four days) | | | |
| Px | When the "x" is replaced with a number, it will give you this will give you the whole accounting period date range (if you use Jan-Dec, P1 would be January 1 to 31, P2 would be February 1 to 28, etc.) | | | |
| "M..F", "Tu..Th" | When setting a filter, specify days of the week to get to Monday to Friday or Tuesday to Thursday, etc. | | | |
| CM+1D-1M..T | The formula for month to date, which gets you the beginning of the month to "T" (today's date) | | | |
| CM+1D-1M..CM | Current Month | P1..T | | Year to Date |