

### Banner 9 Shortcuts

This is a list of commonly used keyboard shortcuts for Banner 9 Admin Apps. For a full list, see [https://docushare.gmu.edu/dsweb/Get/Document-71740/banner\\_keyboard\\_shortcuts.pdf](https://docushare.gmu.edu/dsweb/Get/Document-71740/banner_keyboard_shortcuts.pdf).

Function	Shortcut
<b>Menu Bar</b>	
Menu	CTRL+SHIFT+X
Display recently opened items	CTRL+Y
Search Pages	CTRL+SHIFT+Y
Sign out	CTRL+SHIFT+F
Help	CTRL+SHIFT+L
<b>Pages</b>	
Save	F10
Start Over	F5
Select	ALT+S
Insert/Create Record	F6
Delete Record	SHIFT+F6
Next Field or Item	Tab
Previous Field or Item	SHIFT+Tab
Down/Next Record	Down Arrow
Up/Previous record	Up Arrow
Next Section	ALT+Page Down
Previous Section	ALT+Page Up
Search or Open Filter Query	F9
Execute Query	F8
Exit, Cancel Page, Close Current Page, or Cancel Search/Query (in Query mode)	CTRL+Q
Open Related Menu	ALT+SHIFT+R
Open Tools Menu	ALT+SHIFT+T