



# Business Central Keyboard Shortcuts

**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

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

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

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

**Alt+Shift+W** Pop out a page

**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  
**Ctrl+Alt+Down arrow** Show details for lookup pages  
**Alt+Up arrow** Show tooltip for a field/column header of a table/inline field error  
**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

**Shift+Ctrl+Alt+C** Company Badge