

# Dynamics 365 - Finance & Operations cheat sheet

## Action shortcuts

Ctrl + ' or Alt + Q	Open action search
Alt + M or A or Ctrl + F6	Move to the standard Action Pane
Enter or Space or Alt + Down arrow	Open a tab on the Action Pane or a menu
Up arrow / Down arrow	Move to previous(next option in a menu)
Esc	Close a tab on the Action Pane or a menu
Shift + F10	Simulate a right-click
Ctrl + F10	Open the context menu
Alt + Enter	Execute the default button on a page/dialog box
Enter or Space	Click a button or tile
Alt + Up arrow	View refresh information for a count tile
Alt + Shift + K	View currently available shortcuts

## Date picker shortcuts

Alt + Down arrow	Open the date picker
Ctrl + Arrow keys	Move between dates in the date picker
Page Up / Down	Move to the next/previous month
Ctrl + Shift + Page Up / Down	Move to the next/previous year
Ctrl + Home	Move to today
T	Pick today's date
C	Clear the selected date
N	Pick Never (or the max date)

## FactBox shortcuts

Alt + M or B or Ctrl + F2	Open the FactBox pane (or move focus to the FactBox pane if it is already open)
Esc	Close the FactBox pane (with focus in the FactBox pane)
Alt + Shift + Up arrow / Down arrow	Move to the next/previous FactBox (with focus in the FactBox pane)
Alt + [1 - 9]	Move to the th FactBox (with

focus in the FactBox pane)

Space or Enter	Expand a FactBox (with focus on the FactBox header)
Alt + 0	Collapse the current FactBox

## Filtering shortcuts

Ctrl + G	Open grid filtering for the current column
Esc	Close grid filtering for the current column
Alt + M or F or Ctrl + F3	Open the Filter pane (or switch focus between the Filter pane and the main page if the Filter pane is already open)
Esc	Close the Filter pane (with focus in the Filter pane)
Ctrl + Shift + F3	Open advanced filtering/sort
Enter	Apply the Quick Filter (when focus is in Quick Filter)
Enter	Apply the grid filter (when focus is in the filter field of the column header)

## Page shortcuts

Alt + N	Create a new record
Alt + Del or Alt + F9	Delete a record
Alt + S or Ctrl + S	Save record
Ctrl + Shift + F5	Revert (restore)
Shift + F5	Data refresh
Ctrl + Shift + F	Move to the visible first field on the page
F2	Toggle edit mode
Ctrl + Shift + A	Attach a document
Ctrl + Shift + E	Export to Excel
Ctrl + Up arrow	Move to the previous record (outside a grid)
Ctrl + Down arrow	Move to the next record (outside a grid)
Ctrl + Home	Move to the first record (outside a grid)
Ctrl + End	Move to the last record (outside a grid)

Esc Close the page (select the Back button)

Note: If any popup window (tooltip, date picker, or drop-down control) is open, the first use of the Esc key will dismiss it.

Shift + Esc	Close the page with explicit save
Alt + Shift + Q	Close the page discarding any unsaved changes

## Page navigation shortcuts

Tab or Shift + Tab	Move to the next/previous field
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Alt + Shift + Left arrow / Right arrow	Move to the next/previous tab
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Alt + Shift + [1 - 9]	Move to the th tab
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Alt + Shift + Up arrow / Down arrow	Move to the next/previous FastTab
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Alt + [1 - 9]	Move to the th FastTab
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Alt + Shift + Left arrow / Right arrow	Move to the next/previous blade (vertical tab)
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Alt + Shift + [1 - 9]	Move to the th blade (vertical tab)
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Space or Enter	Expand a FastTab (with focus on the FastTab header)
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Alt + 0	Collapse the current FastTab
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Ctrl + Shift + G	Switch to grid view
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Ctrl + Shift + D	Switch to details view
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Ctrl + Shift + H	Switch to header view
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Ctrl + Shift + L	Switch to lines view
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## Grid shortcuts

Wheel up and wheel down	Vertical scrolling
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Shift + Wheel up and wheel down	Horizontal scrolling
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Tab or Shift + Tab	Move to the next/previous column
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Up arrow / Down arrow	Move to the next/previous row
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Ctrl + Up arrow / Down arrow	Move to the next/previous row without selecting
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Note: This shortcut applies to multi-select scenarios only.

Ctrl + Space or Ctrl + Left click	Select/clear the current row
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Note: This shortcut applies to multi-select scenarios only.

Shift + Space	Add the next/previous row to the selected set
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Note: This shortcut applies to multi-select scenarios only.

Shift + Left click	Add a range of rows to the selected set
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Note: This shortcut applies to multi-select scenarios only.

Page Up / Down	Go to the next/previous page of data
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Down arrow	(from the last row) Create a new row at the bottom of the grid
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Ctrl + Home	Move to the first record
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Ctrl + End	Move to the last record
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Ctrl + Shift + M	Select or clear all rows
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Alt + Shift + M then F	Move to the first marked row
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Alt + Shift + M then L	Move to the next marked row
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Alt + Shift + M then P	Move to the previous marked row
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Alt + Shift + M then N	Moved to the last marked row
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Enter	Execute the default action in a grid
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Note: This shortcut is enabled when focus is on a cell containing a hyperlink and all cells in that column have hyperlinks.

Alt + T then H or Alt + Shift + H	Toggle focus between the selected row and the header row
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Left arrow / Right arrow	Make the current column smaller/larger (with focus in the header row)
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Ctrl + Shift + Left arrow / Right arrow	Move the current column to the next/previous position (with focus in the header row)
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Enter	Open grid filtering for the current column (with focus in the header row)
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A	(or double click on the column sizing handle) Resize the current column to fit the contents (with focus in the header row)
Alt + T then O	Open the grid options menu*
Alt + T then V	Change the type of calculated value for the current column*
Alt + T then F	Show/hide the grid footer*
Alt + T then G	Group/ungroup the current column*
Alt + T then P	Freeze/unfreeze the current column*
Alt + T then A	Go to the row in an invalid or paused state (when using fast data entry)*
Ctrl + Shift + F5	Revert changes in a newly created but unsaved row*
Alt + Del	Delete the current row*

Note: Shortcuts that are marked with an asterisk (\*) are available only in version 10.0.32 and later.

## Input control shortcuts

Ctrl + Enter	Open the hyperlink
Enter	Open the hyperlink (when focus is on a read-only control)
Note: This shortcut only applies when the Standardize keyboard interaction for combo box and lookup controls feature is enabled.	
D	Enter the session date in a date field
T	Enter the current date in a date field
Alt + Down arrow	Open lookup, combo box, date picker, drop dialog box
Enter	(when the Standardize keyboard interaction for combo box and lookup controls feature is enabled) Open lookup, combo box, date picker, drop dialog box
Esc	Close lookup, combo box, date picker, drop dialog box
Alt + Down arrow	Move focus into a lookup (when the lookup is already open)
Alt + Up arrow	Open the control's enhanced preview

Ctrl + A	Select text in the current field
Alt + Up arrow / Down arrow	Enter/leave the text area in an HTML editor control
F6	Switch focus between the text area and the toolbar in an HTML editor control

## Messaging shortcuts

Ctrl + Shift + F7	Go to the Message Center
Ctrl + F7	Go to the Message Bar

## Navigation shortcuts

Alt + Shift + Home	Go to the dashboard
Alt + M then N or Alt + Shift + F1	Move to the navigation bar
Ctrl + Shift + O	Move to the company picker
Ctrl + / or Alt + G	Search for a page
Ctrl + ?	Open the help pane
Alt + Shift + T	Open the trace parser
Alt + F1	Toggle the navigation pane between open, pinned open, and closed
Shift + F	Add/remove page as a favorite (with focus on a page in the navigation pane)
Alt + M then A or Ctrl + F6	Move to the standard Action Pane
Alt + M then F or Ctrl + F3	Move to the Filter pane (which may include opening it)
Alt + M then M or Ctrl + F3	Move focus to the page content (with focus in the Filter pane)
Alt + M then S or Ctrl + F8	Move to the navigation list (which may include opening it)
Alt + M then M or Ctrl + F8	Move focus to the page content (with focus in the navigation list)
Esc	Close the navigation list (with focus in the navigation list)
Alt + M then M	Move to the main page content (with focus in another pane)
Alt + M then B or Ctrl + F2	Move to the FactBox pane (which may include opening it)
Alt + M then C	Move to the next feature callout

Note: The Streamline tabbing behavior in full-page

forms feature, introduced in version 10.0.26, allows users to tab through all regions of a page without requiring the mouse or a dedicated keyboard shortcut to move between regions. You can still use the existing keyboard shortcuts (such as Alt+M key chord shortcuts) to move quickly between the regions on a page.

## Personalization shortcuts

Ctrl + Shift + P	Transition the page into personalization mode
S	Use the Select tool (when in personalization mode)
Space or Enter	Open the selected control's quick personalization dialog box (when using the Select tool)
M	Use the Move tool (when in personalization mode)
Space or Enter	Select the current control as the one to move (when using the Move tool and no control has been selected to move yet)
Esc	Clear the control to move (when using the Move tool)
Tab or Right arrow or Down arrow	Move the selected control to the next position (when using the Move tool)
Shift + Tab or Left arrow or Up arrow	Move the selected control to the previous position (when using the Move tool)
H	Use the Hide tool (when in personalization mode)
Space or Enter	Switch whether the current control is visible or hidden (when using the Hide tool)
K	Use the Skip tool (when in personalization mode)
Space or Enter	Switch whether the current control is in the tab sequence (when using the Skip tool)
E	Use the Edit tool (when in personalization mode)
Space or Enter	Switch whether the current control is editable or read-only (when using the Edit tool)
U	Use the Summary tool (when in

	personalization mode)
Space or Enter	Switch whether the current control is a summary field in the current fast tab (when using the Summary tool)
A	Use the Add tool (when in personalization mode)
Space or Enter	Select the control whose container is used to insert the new fields (when using the Add tool)
I	Import a personalization (when in personalization mode)
X	Export a personalization (when in personalization mode)
Ctrl + C	Clear this page's personalizations (when in personalization mode)
T	Move focus between the personalization toolbar and the page (when in personalization mode)
Esc	Exit personalization mode (when in personalization mode)

## Segmented entry shortcuts

Alt + Down arrow	Open the drop-down list (when the drop-down list is closed)
Alt + Down arrow	Move focus into the input field for the current segment in the drop-down list (when the drop-down list is already open)
Alt + Up arrow	Close the drop-down list
Alt + Left arrow / Right arrow	Close/open the right portion of the drop-down list
Alt + W	Switch between "Show valid" and "Show all" modes
Enter	Select the value from drop-down list and move to the next segment
Tab or Shift + Tab	Move to the next/previous control on the page (when focus is in input control)
Tab or Shift + Tab	Move to the next/previous input field in the flyout (when focus is in the drop-down list)

Up arrow / Down arrow	Move up/down a row in the lookup
Page Up / Down	Move up/down a page in the lookup
Home or End	Move to the top/bottom of the lookup

## Task recorder shortcuts

Alt + R then S	Stop the recording (while recording)
Alt + R then T	Toggle the visibility of the Task recorder pane (while recording)
Alt + R then L	Toggle Rails mode (while playing a task guide)
Alt + R then P	Go to the previous step (while playing a task guide)
Alt + R then N	Go to the next step (while playing a task guide)
Alt + R then F	Toggle focus between the page and the animated pop-up prompt (while playing a task guide)
Alt + R then C	Expand/collapse the animated pop-up prompt (while playing a task guide)
Alt + R then M	Show more/less information in the animated pop-up prompt (while playing a task guide)

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*More information: [defkey.com/ja/dynamics-365-finance-operations-shortcuts](https://defkey.com/ja/dynamics-365-finance-operations-shortcuts)*

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