Dynamics 365 Business Central cheat sheet

General

Alt + F2	Show and hide the FactBox pane
Alt + Shift + F2	Shift between Details and Attachments in the FactBox pane
Alt + O	Add a new note for the selected record, even if the FactBox pane isn't open
Alt + Q	Open the Tell Me window
Alt + T	Open the My Settings page
Ctrl + Alt + F1	Open and close the page inspection pane. The page inspection pane shows information about the page, like its source table, fields, filters, extensions, and more
Ctrl + F12	Switch between wide and narrow layout view

Lists: General

Alt + F7	Sort the selected column in ascending or descending order

Lists: Navigation

In many types of pages, moving from one cell to another is possible with keyboard.

Ctrl + Home	Select the first row in the list; focus remains in the same column
Fn + Ctrl + Left arrow	(macOS) Select the first row in the list; focus remains in the same column
Fn + Ctrl + Right arrow	(macOS) Select the last row in the list; focus remains in the same column
Fn + Left arrow	(macOS) Move to the first field in the row
Fn + Right arrow	(macOS) Move to the last field in the row
Fn + Up arrow	(macOS) Scroll to display the set rows above the current rows in view
Fn + Down arrow	(macOS) Scroll to display the set rows below the current rows in view
Down arrow	Move in the same column to the field in the row below

Lists: Select, copy, and paste

Ctrl + Left click	Extend the selection of rows to include the row that you click
Ctrl + Cmd + Space	(macOS) Extend the selection of rows to include the focused row

Cards and documents

The following shortcuts can be used on card pages, such as Customer Card, and document pages, such as Sales Order.

Quick Entry

The following shortcuts are concerned to the Quick Entry feature of cards, documents and list pages. These shortcuts cannot be used when the list is in the tile view.

Calendar

Note: This doesn't work if the date field is in a grid, where Ctrl + Home jumps to the first row

Report preview

Ctrl + 0	Fit the entire page on the page

Role Explorer

Ctrl + Down arrow	Moves focus to the next found feature in role explorer. F3 will move focus to the Find box after the last found feature

Source: Business Central docs

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More information: *defkey.com/microsoft-dynamics-business-central-d365bc-shortcuts?filter=basic*

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