




















## Banner 7 Keystrokes, Icons, and Menu Guide

Function	Keystroke	Icon	Drop-down Menu
<b>FORM</b>			
Clear Form/Rollback	Shift + F7		File; Rollback
<b>BLOCK</b>			
Next Block	Ctrl + Page Down		Block; Next
Previous Block	Ctrl + Page Up		Block ;Previous
<b>FIELD/ITEM</b>			
Clear Item/Field	Ctrl + U		Item; Clear
Duplicate Item/Field	F3		Item; Duplicate
Next Item/Field	Tab or Enter		Item; Next
Previous Item/Field	Shift + Tab		Item; Previous
<b>RECORD</b>			
Clear Record	Shift + F4		Record; Clear
Delete/Remove Record	Shift + F6		Record; Remove
Duplicate Record	F4		Record; Duplicate
Insert Record	F6		Record; Insert
Next Record	Down Arrow		Record; Next
Previous Record	Up Arrow		Record; Previous
Next Set of Records	Page Down		Query; Fetch Next Set
Previous Set of Records	Page Up		
<b>QUERY</b>			
Cancel Query	Ctrl + Q		Query; Cancel
Count Query Hits/Search & Display More Detail	Shift + F2		Query; Count Hits
Enter Query	F7		Query; Enter
Execute Query	F8		Query; Execute
<b>OTHER</b>			
Save	F10		File; Save
Exit	Ctrl + Q		File; Exit
Print			File; Print
List of Values	F9		Help; List
View/Send Message			
<b>HELP</b>			
Display Error			Help; Display Error
Help			Help; Help
Show Function Keys	Ctrl + F1		Help; Show Keys
Online Help			

## Banner 6 to 7 Crosswalk – A Navigational Guide

Banner 6.x	Banner 7.x	Action
Go	Go To	The Direct Access box changed from Go to Go to.
	F5	F5 keystroke added as alternative to Direct Access
Next Block	Tabbed Forms 	Some Banner forms now have a tabbed interface rather than the traditional Banner window appearance.
	Ctrl-TAB or Ctrl-Page Down	Forward – to move forward through tabs in a form.
	Ctrl-Shift-TAB or Ctrl-Page Up	Backward – to move backward through tabs in a form.
	F2 (the List Tab Pages key)	Displays a list of other tabbed windows on the form. Use the mouse or the Up and Down arrow keys to select a different TAB, and the Enter key to select that tab.
	Calendar Icon 	Click on the icon to select a date from the calendar and have it drop into the Date field.
Options Menu	Right Mouse Click	To access options.
	Menu/Options	
	Search Icon 	Both Validation Table fields and data enterable fields that are searchable have the Banner 7 Search icon next to them.
Exit via white X in a blue box	All 3 X's on screen 	You can use any of the 3 X's on screen to exit from a form or to exit completely out of Banner.