

Banner Keyboard Shortcut Keys

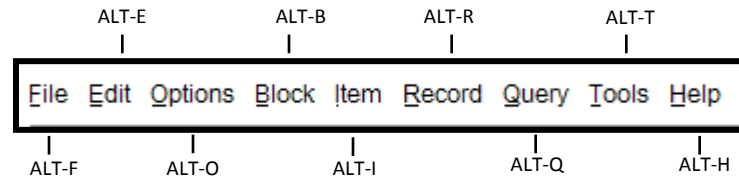
KEY	Esc	Tab	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
	Cancel	Next Field	Help		Duplicate Field/Item	Duplicate Record	Go To	Insert New Record	Enter Query	Execute Query	Search (LOV)	Save
Shift		Previous Field	Display Error	Count Query Hits	Exit with Value	Clear Record	Clear Block	Remove Record	Clear Form & Rollback	Print		
Ctrl		Next Field	Show Keys									

KEY	Page up	Page Down	Up Arrow	Down Arrow	Left Arrow	Right Arrow	Q	Space Bar in Check Box Fld	Left Mouse Double Click
			Previous Record	Next Record	Prev. Radio Button	Next Radio Button		Toggle On/Off	On date field=Calendar On amount field=calculator
Shift									Dynamic Help
Ctrl	Previous Block	Next Block					Exit or Cancel		

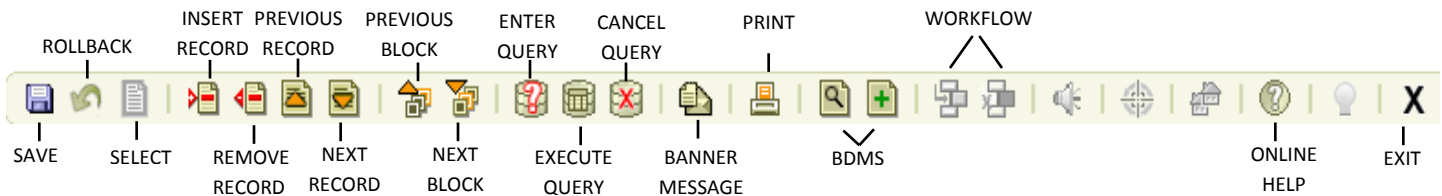
Using the Menu Bar and Toolbar/Icon Bar

There are numerous keyboard short cuts available in BANNER. The SHOW KEYS command in the Help Menu lists the keyboard equivalents available for the current form, window and field. In addition, the ALT key gives quick access to the Menu Bar items

Menu Bar:



Toolbar:



Searching in Banner

When searching in Banner, use the following wildcards:

- % (percent sign) represents any number of characters
- _ (underscore) represents one occurrence of a character

For example:

- %st% will return all entries that contain st (fast, student, street)
- st% will return entries that begin with st (student)
- %st will return entries that end in st (fast)
- _s will return entries that have s as a second character (ask)