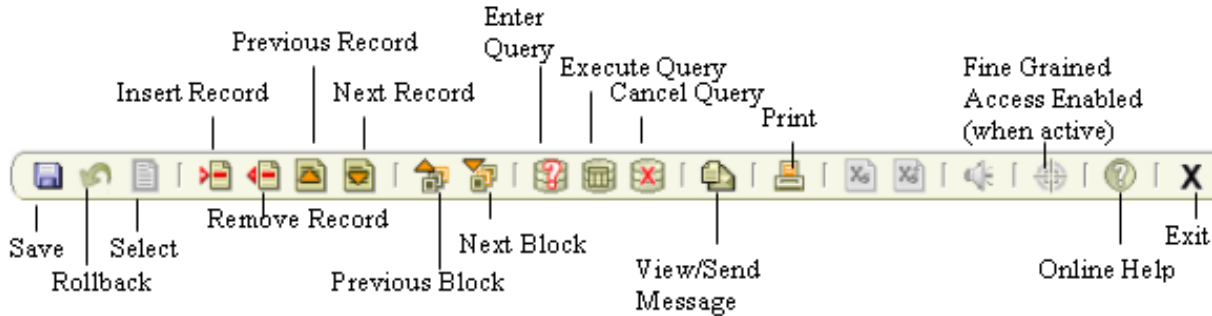


Key	F1	F2	F3	F4		F5	F6	F7	F8		F9	F10	SUNGARD HIGHER EDUCATION	
Open	Help	Options	Duplicate Field/Item	Duplicate Record		Go To	Insert Record	Enter Query	Execute Query		List	Save		
Shift	Display Error	Count Query Hits	Select	Clear Record		Clear Block	Remove Record	Rollback	Print					
Ctrl	Show Keys													

Key	q	U	Page up	Page Dn	Esc	Tab	p	l	Left Mouse Double Click
Open			Previous Record	Next Record	Cancel	Next Field			On date field = calendar On amount field = calculator
Shift						Previous Field			Dynamic Help
Ctrl	Exit or Cancel Query	Field Clear	Previous Block	Next Block		Next Field	Record Scroll Up	Record Scroll Dn	

Fold on dotted line, trim and laminate to use as a reference strip on your keyboard.

Quick-Reference Guide to Banner Keyboard Commands Horizontal Toolbar Icons



Keyboard Commands












[NOTE: Not all keyboard commands are available from every form.]






Function

Block – clear
 Block – next
 Block – previous
 Count Query Hits
 Display Oracle Error
 Exit
 Field – clear
 Field – duplicate
 Field – next
 Field – previous
 Go To another form
 LIST (**L**ist **O**f **V**alues)
 Options
 Print
 Query – cancel
 Query – enter
 Query – execute
 Record – clear
 Record – duplicate
 Record – insert
 Record – next
 Record – previous
 Record – remove (delete)
 Rollback
 Save
 Select
 Show Keys

Keys

Shift+F5
 Ctrl+PgDn
 Ctrl+PgUp
 Shift+F2
 Shift+F1
 Ctrl+Q
 Ctrl+U
 F3
 Tab
 Shift+Tab
 F5
 F9
 Right Click or F2
 Shift+F8
 Ctrl+Q
 F7
 F8
 Shift+F4
 F4
 F6
 ↓ or PgDn
 ↑ or PgUp
 Shift+F6
 Shift+F7
 F10
 Shift+F3
 Ctrl+F1

Function	Icon	Key Stroke
Save		F10
Rollback		Shift F7
Select		Shift F3
Insert Record		F6
Remove Record		Shift F6
Previous Record		Up Arrow or Page Up
Next Record		Down Arrow or Page Down
Previous Block		Ctrl Pg Up
Next Block		Ctrl Pg Dn
Enter Query		F7
Execute Query		F8

Function	Icon	Key Stroke
Cancel Query		Ctrl Q
Print		Shift F8
Online Help		
Exit		Ctrl Q Alt F4
Search		F9

