

SHORTCUT SHEET

Shortcut	Function	Shortcut	Function
General		Navigation	
F1	Launch Help Files	TAB	Toggle Field - Forward
F5	Refresh list view/current window selection/screen data	SHIFT+TAB	Toggle Field - Backward
F10 or ALT	Activate Menu Bar Options (File, Edit, View, etc.)	ALT+UNDERLINED LETTER	Jump to corresponding field/item ★
F11	Toggle between Full Screen & Normal Size	CTRL+TAB	Toggle Tab - Forward
CTRL+F	Search/Find (Opens Search Window & Calendar in Date Field)	CTRL+SHIFT+TAB	Toggle Tab - Backward
CTRL+N	New Window/Doc (Open new Excede Login Window)	RIGHT ARROW (→)	Expands currently selected Folder (Left Navigation Pane)
ENTER	Select outlined button (OK, Cancel, etc) or Open Properties dialog	LEFT ARROW (←)	Collapses currently selected Folder (Left Navigation Pane)
ESC	Close Window or select Cancel	UP ARROW (↑)	Move Up one selection (folder or item in list)
ALT+F4	Close current dialog or application	DOWN ARROW (↓)	Move Down one selection (folder or item in list)
ALT+TAB	Switch window/application	ALT + →	Drill-In (Browse Forward) ★
CTRL+S	Save (Launches 'Save As' Window)	ALT + ←	Drill-Out (Browse Backward) ★
DELETE	Delete text, item, or document	HOME	Display Top of active window or Beginning of a line
CTRL+C	Copy	END	Display Bottom of active window or End of a line
CTRL+X	Cut	PAGE UP	Move Up one page or Jump to top of window
CTRL+V	Paste	PAGE DOWN	Move Down one page or Jump to bottom of window
CTRL+SHIFT+V	Paste Special	CTRL + →	Move Cursor to beginning of the next word
CTRL+Z	Undo last action	CTRL + ←	Move Cursor to beginning of the previous word
CTRL+SHIFT+F4	Restore system default settings ★	ALT + ↓	Open drop-down list
Standard		SHIFT+F10	Open Shortcut Menu (Right-click/Context Menu) if mouse active in List View
CTRL+T	Post ★	SPACEBAR	Select current control (click button, toggle checkbox, select option)
CTRL+E	Launch Wizard (Import/Export information)	F6	Toggle Left Nav/List View in Excede or Search/Grid in Search Window & Parts Quote ★
CTRL+SHIFT+F	Launch Field Chooser	Print	
CTRL+SHIFT+G	Navigate to Archive Documents	CTRL+P	Print Selected Document(s)
INSERT	Insert new item ★	CTRL+SHIFT+P	Print Preview Select Document(s) ★
SHIFT+INSERT	Launches 'Select an Item' List to insert secondary item ★	CTRL+L	Print List View ★
CTRL+I	Recieve all Items ★	CTRL+SHIFT+L	Print Preview List View ★
CTRL+SHIFT+H	Launch Change Log for Selected Item ★	CTRL+ALT+F	Navigate to Forms Library ★
CTRL+SHIFT+DOUBLE CLICK	Launch Customer/Vendor Properties from within a Document ★	Favorites	
CTRL+K	Spell Check ★	CTRL+SHIFT+A	Add Favorite ★
ALT+F9	Launch Parts Quote ★	CTRL+SHIFT+R	Remove Favorite ★
CTRL+R	Launch Set References ★	CTRL+1 (CTRL + 1-10)	Navigate to Favorite (1-10) ★
CTRL+SHIFT+C	Capture Signature	Highlight	
CTRL+D	Insert today's date to a date field (and time to a date/time field) ★	CTRL+MOUSE CLICK	Select multiple items, does not need to be in succession
Filtering		CTRL+A	Select/Highlight all Items in the current list/window
SHIFT+F9	Navigate to column filter ★	SHIFT + ↑	Select/Highlight current row & those above
F9	Launch Smart Filter ★	SHIFT + ↓	Select/Highlight current row & those below
ESC+F5	Clear ACTIVE column filter & Refresh list view ★	SHIFT + →	Select/Highlight text to the right one letter at a time
ESC+ESC+F5	Clear ALL column filters & Refresh list view ★	SHIFT + ←	Select/Highlight text to the left one letter at a time
ALT+E	Reset Smart Filter ONLY ★	CTL + SHIFT + →	Select/Highlight text to the right, one string/word (or until space) at a time
ALT+R	Resets ALL filters (column and smart filter) ★	CTL + SHIFT + ←	Select/Highlight text to the left, one string/word (or until space) at a time
Snotes		CTRL+SHIFT+HOME	Select/Highlight text from cursor to beginning of text
CTRL+SHIFT+O	Opens Existing Snotes	CTRL+SHIFT+END	Select/Highlight text from cursor to end of text
CTRL+SHIFT+N	Create New Snote ★	CTRL+DELETE	Delete text to right of cursor

The ★ symbol depicts a shortcut specific to Excede.

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