Microsoft **Dynamics AX** Shortcuts
AX 2012 Keyboard Shortcuts

Microsoft Dynamics

navigation/select

`Alt` + `←` `→`	Move back/forward in navigation bar
`Ctrl` + `Shift` + `+`	Expand/collapse all Fast tabs
`Ctrl` + `-`	Expand/collapse Fast tab
`Tab`	Advance to next field
`Shift` + `Tab`	Go back to previous field
`Ctrl` + `Tab`	Advance to next Fast tab
`Ctrl` + `Shift` + `Tab`	Go back to previous Fast tab
`Alt` + `↓` `↑`	Open/close drop-down list for a combo box
`Ctrl` + `Alt` + `F4`	View details

`Ctrl` + `A`	Select all records
`Shift` + `↑` `↓`	Move cursor one line up/down [†]
`Shift` + `PageUp` `PageDown`	Previous/next page (grid) or record (field) [†]
`Shift` + `Ctrl` + `Home` `End`	Go to the top/bottom [†]
`Shift` + `Ctrl` + `←` `→`	Move cursor one word to left/right [†]

[†] *Add shift key to select*

select a ribbon bar button

`Alt`	Press and hold ALT to show ribbon bar shortcuts
`F`	Press letter of desired shortcut

actions

`Ctrl` + `N`	Create a new record
`Ctrl` + `P`	Print an auto-report from this screen
`Ctrl` + `Z`	Undo typing
`Ctrl` + `Y`	Redo typing
`Ctrl` + `X`	Cut selection
`Ctrl` + `C`	Copy selection
`Ctrl` + `V`	Paste
`Alt` + `F9`	Delete current record
`Esc`	Close form without saving
`F5`	Save and refresh record with new value
`Ctrl` + `F5`	Restore record to previous value (undo)
`Ctrl` + `F4`	Close active window
`Alt` + `F4`	Exit Dynamics AX
`Space bar`	Press button or toggle check box
`F1`	Help

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filter types[†]

`*`	Wildcard ('black*' finds anything beginning with 'black')
`..`	Between ('1/1/2012..1/31/2012' finds anything in Jan '12)
`,`	And ('1000, 1007' finds '1000' and '1007')
`!`	Not ('!USD' finds any record that is not 'USD')
`?`	Wildcard character ('Br?an' finds 'Brian' and 'Bryan')
`"` `"`	Blank ("" finds where that field is blank)

[†] *A development class in AX called SysQueryRangeUtil contains advanced dynamic filters*

quick entry

`D`	Enter system date
`T`	Enter today's date
`1` `2`	Enter 12th day of current month/year
`7` `*` `9`	Do math in any numerical field

find/filter

`Ctrl` + `F`	Filter the specified text
`Ctrl` + `F3`	Advanced filter
`Ctrl` + `Shift` + `F3`	Remove filter
`Ctrl` + `G`	Filter by grid
`Alt` + `F3`	Filter by selection
`T` `E` `X` `T` + `*`	Type a value followed by '*' to perform a quick filter in a drop-down list

right-click menu[†]

Open	Open a record
Copy	Copy selection or records
Exp./Collapse all	Expand or Collapse all Fast tabs
Expand/Collapse	Expand or Collapse current Fast tab
Apply filter	Apply a saved filter
Filter by field	Filter by specified criteria
Filter by selection	Filter by value in current field
Save Filter As…	Save current filter(s) for future use
Remove filter/sort	Remove active filter or sort
Sort ascending	Sort list from top to bottom
Sort descending	Sort list from bottom to top
View details	Open form where drop-down values are defined
Hide	Hide current field
Show	Show hidden fields
Create alert rule...	Create alert when filter criteria is met
Personalize	Advanced form customizations
Record info	Rename, fill utility, show all fields, and record templates
Edit/View Record	Toggle between Edit and View mode

[†] *Items in gray are contextual menu options that are only shown when relevant*