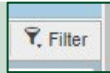

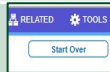
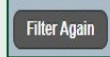






# Banner – frequently used shortcuts

Action	Keyboard Shortcut	Form Icon
Enter a query – e.g. using a student number or term code to find information on a particular Banner form	F7	
Execute a query – getting the information to display on the screen	F8	
Start over – to enter fresh prompts	F5	
Start a new query	F7	
Move down to another section of a Banner form	Alt/Page Down	
Move up to another section of a Banner form	Alt/Page Up	
Insert a record e.g. a new row in SFAREGS	F6	
Remove a record e.g. a CRN that has been changed to DD	Shift and F6	
Save information	F10	