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Important SAP KEYBOARD SHORTCUTS List

KEYBOARD SHORTCUTS








Instead of an SAP icon button, you can use a keyboard shortcut. A keyboard shortcut is a key or combination of keys that you can use to access icon button functions while you are working in SAP. On a PC, the icon name and keyboard shortcut are displayed when you place the mouse over the icon.

Note: Keyboard shortcuts may be different for the same icon depending upon the SAP screen you are in.

Standard Toolbar Buttons

Button	Keyboard Shortcut	Description
	Enter key	Enter/Continue
	Ctrl S	Save
	F3	Back
	Shift F3	Exit System Task.
	F12	Cancel
	Ctrl P	Print
	Ctrl F	Find
 (PC only)	Alt F12	Customize local layout.

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








Button	Keyboard Shortcut	Description
	Ctrl G	Continue Search
	F1	Help
	Ctrl Page Up	Scroll to top of document.
	Page Up	Scroll up one page.
	Page Down	Scroll down one page
	Ctrl Page Down	Scroll to last page of document.
 (PC only)	None	Create new session.

Application Toolbar and Screen Buttons

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	F8	Execute		None	Update/Refresh
	F5	Overview		Shift F5	Get variant
	Shift F2	Delete		Shift F6	Selection screen help

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Navigation Buttons

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	Enter	Enter/Continue/Copy		F12	Cancel
	F8	Scroll left		Shift F1 Shift F7	Scroll right Next item
	Ctrl Shift F1	Move Favorites Up		Ctrl Shift F2	Move Favorites Down
	Ctrl F7	Previous layout		Ctrl F8	Next layout
	Ctrl F10	User menu		Ctrl F11	SAP menu
	F6	Display Period screen			











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Matchcode Buttons

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
 (Mac)	F4	Display Matchcode list.	 (PC)	F4	Display Matchcode list.
	F6	Insert in personal list. Click on an item, then on the button.		Shift F6	Display personal value list. After you create the personal list, click on the button to end the list.
	Shift F6	Restores the original Matchcode list.	 (PC only)	Shift F4	Hold list displayed while you make a selection. Click on the button, then double-click to select a value.







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Formatting Text

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	Shift F2	Delete selection line.	 (PC only)	Ctrl Shift F2	Copy text (JV line item).
 (PC only)	Ctrl Shift F1	Cut text (JV line item).		Ctrl F10 Shift F6	Item text (POs) Detailed text (JVs)
	F9	Paste text into field after you copy or cut it. Position the cursor and click the button.	 (Mac only)	Shift F4	Search and replace words in the JV text screen.
	F9	Select. Click in a line item, then on the button.		F6	Create text (JVs).

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The Windows key on the keyboard can also perform many helpful functions...

1. Pressing the Windows key by itself will open or hide the Start menu.
2. Pressing the Windows key along with another key (or keys) will do the following:

Break - will open the Systems Properties dialog box.

D - will show the desktop

E - opens My Computer

F - initiates a search for files or folders

Ctrl+F - opens a search for computers

F1 - opens the Windows Help window

M - minimizes all windows

Shift+M - will restore all minimized windows

R - opens the Run dialog box

U - opens the Utility Manager

*Hope this document has been helpful in making you
Understand the concepts in detail.*

*Thanks,
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