



Saving Strokes is Saving Time

A few of our favorite hot keys and shortcuts in NAV.

Hot keys and shortcuts are a great way to save time, but they are a time saver that is often forgotten. There are actually quite a few of them in NAV, but we thought we would share a few of our favorites.

Dates:

Enter:	Function
"T" in any date field	It will put in today's (system) date.
"W" in any date field	It will put in your work date. (Note: from your menu, use Tools/Work Date to change your work date.)
The first two letters of the day of the week (MO, TU, WE....)	It will calculate the correct date for you.
Use Px (e.g. P3)	It will report on an entire accounting period specified, for example, Period 3, March 01... March 31.
Just the date (e.g., 15= 05/15/09)	NAV will enter the month and year for you, assuming it is the current month and year.

Hot Keys:

Key Strokes:	Function
Ctrl-F6	Cycle through different windows.
F7	Set a field filter. Select any field on a card or list and it will automatically filter all records on that field.
F8	Copy any field from the line above.
Ctrl-F8	ZOOM to the entire contents of any record.
Shift-F8	Change the sort order of a list.
F9	View statistics on anything.
Ctrl-O	Open another company.
Ctrl-E	Send your current list or card to Excel (v5).
Ctrl-W	Send your current list or card to Word (v5).
F1	HELP. This is one of our favorites and could be your favorite too. There's lots of information here, though admittedly hard to find. Be creative in your searches, it's usually in there.