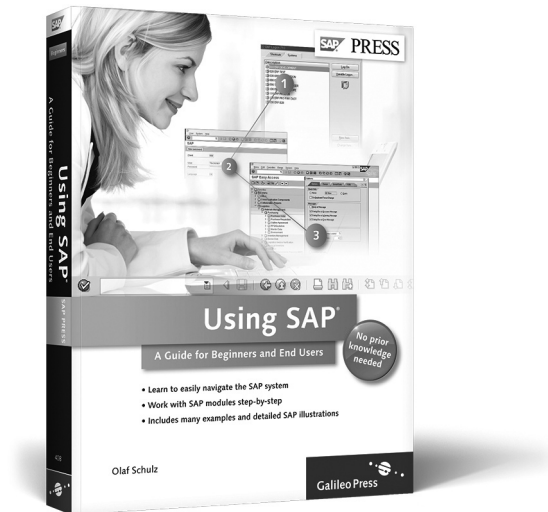


Olaf Schulz

Buttons, Key Combinations, and Function Keys

from

Using SAP®: A Guide for Beginners and End Users
















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





Buttons, Key Combinations, and Function Keys

Key Combinations

Action	Key Combination
Cancel actions step-by-step	
Select all	+
Activate selected element	or space bar
Cut	+
Paste	+
Activate entry in list	
Replace	+
Navigate in list of entries which can be selected	, , ,
Copy	+
Delete	(numeric keypad)
Find	+
Repeat	+
Cut line	+ +
Duplicate line	+
Copy line	+ +
Delete line	+ +
Move line upward	+ + (numeric keypad)
Move line downward	+ + (numeric keypad)
Change lines	+ +








Action	Key Combination
Go to menu	
Navigate to next element	
Navigate to previous element	 + 
Navigate to next group	 + 
Navigate to previous group	 +  + 
Undo	 + 
Refresh SAP Easy Access menu	 + 




















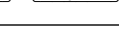











Function Keys

Function Key	Explanation
	Help
	Back
	Display search list
	Overview
	Copy to personal value list
	Cancel













Buttons




















Standard Toolbar

Button	Key Combination	Function
		Enter
	 + 	Save
		Back










Button	Key Combination	Function
	 + 	Exit
		Cancel
	 + 	Print
	–	New session
		Help
	 + 	Find
	 + 	Find next
	 + 	First page
	 + 	Last page
		Next page
		Previous page
	–	Desktop link
	 + 	Customize local layout

General Functions








Button	Key Combination	Function
		Execute
		Create
	–	Copy
	 +  + 	Change favorites
	 + 	Display







Button	Key Combination	Function
	F7	Switch: display/change
	F7	Select all lines
	F8	Deselect
	–	Retrieve variant
	F5	Display document overview
	⇧ + F6	Screen help
	–	Multiple selection
	–	Refresh
	⇧ + F2	Delete
	–	Lock
	–	Unlock
	Ctrl + ⇧ + F6	Release
	F12	Cancel
	Ctrl + ⇧ + F6	Add favorite
	⇧ + F2	Delete favorite
	–	Object services
	⇧ + F5	Display next document
	F6	Display document header
	–	Selection variant

F4 Help

Button	Function
	Execute search
	Close
	Multiple selection
	Documentation
	Print hit list
	Copy value to personal hit list
	Delete value from personal hit list
	Change to personal value list
	Display all values

Reports

Button	Key Combination	Function
	<code>Ctrl + F4</code>	Sort in ascending order
	<code>Ctrl + ⇅ + F4</code>	Sort in descending order
	<code>Ctrl + F5</code>	Set filter
	<code>Ctrl + F6</code>	Total
	<code>Ctrl + ⇅ + F6</code>	Subtotals
	<code>Ctrl + F8</code>	Change layout
	<code>Ctrl + ⇅ + F11</code>	Create diagram

Button	Key Combination	Function
	–	Mass change
	Ctrl + F7	Send message
	Ctrl + ⬆ + F9	Local file
	Ctrl + ⬆ + F7 / F8	Export to word processing/ spreadsheet
	Ctrl + F1	ABC analysis
	Ctrl + ⬆ + F3	Display details