






















Oracle 11i Icons and Keyboard Shortcuts




Purpose

This quick reference will help you identify the navigation icons, toolbar icons, and keyboard shortcuts that are available in Oracle 11i.

Oracle Icons and Shortcuts

Icon	Function
	Open a new window to the ABL help pages
	Return to the main menu of the current application
	Return to the Oracle Personal Home Page
	Print the current open screen
	Exit the current application
	Open a list of values window for the related field (you can also use the F9 key within appropriate fields to open the list of values window)
	Display the navigator window
	Save any pending changes on the current form
	Insert a new record
	Display the find window to retrieve records
	Close all windows related to the current form
	Cut the current selection and put it in the clipboard
	Copy the current selection to the clipboard
	Paste the clipboard contents into the current field
	Erase the current record from the window
	Erase the current record from the database
	Display the editor window for the current field
	Invoke the customer-defined zoom
	Open the translations window



Icon	Function
	Open the attachments window
	Display the folder tool palette
	This option is currently not used by Harvard.

Fields / Commands	Function
White Field	Standard data entry field
Yellow Field	Required data field
Grey Field	Display only field
Blue Field	In-progress query field (the blue color appears after the F7 key is pressed to begin a query)
Edit → Clear → Form	Clear the current form and delete any pending changes
File → Save and Proceed	Save any pending changes and return the form to a state where the next transaction can be started
View → Summary/Detail	Switch between the summary and detail views of a combination block
File → Switch Responsibility	Switch user responsibility to a different security access

Function	Keyboard Shortcut
Duplicate Item (copy field above)	F3
Duplicate Record (copy line above)	F4
Clear Field	F5
Insert Record	F6
Enter Query	F7
Execute Query	F8
Exit Query	Ctrl+Q
List of Values	F9
Commit (Save)	F10
Print	Ctrl+P
Scroll Down	PageDown
Scroll Up	PageUp
Previous Record	Up arrow
Next Record	Down arrow