


























MP2 QUICK REFERENCE

KEYBOARD SHORTCUTS

Shortcut	Function
SHIFT + F4	Displays the next page of a form.
SHIFT + F3	Displays the previous page of a form.
CTRL + W and CTRL + F4	Closes the current form.
CTRL + S	Saves the current form layout.
CTRL + F6 and CTRL + TAB	Switches among open forms.
TAB	Moves the cursor to the next field on a form.
SHIFT + TAB	Moves the cursor the previous field on a form.
CTRL + Z	Removes the last field edit if you have not moved the cursor from the field.
F1	Displays help for the current field.
CTRL + X	Cuts the selected text to the clipboard.
CTRL + C	Copies the selected text to the clipboard.
CTRL + V	Pastes the text from the clipboard into the current field.
PGUP	Displays the previous record in the current table. In List View, it displays the previous page of records (approximately 30 records)
PGDN	Displays the next record in the current table. In List View, it displays the next page of records (approximately 30 records).
CTRL + HOME	Displays the first record in the current table
CTRL + END	Displays the last record in the current table
INSERT	Inserts a new record in the current table.
ALT + BACKSPACE	Removes the changes for the entire record if you have not yet posted the record.
CTRL + DELETE	Deletes the current record.
CTRL + F	Displays the Find dialog box with which you may search for a record using a particular value in a field.
F3	Searches for the next occurrence of the search value.
CTRL + N	Displays the New Record dialog box listing all data entry forms. Select the form to open, and then click OK.
CTRL + O	Displays the Open dialog box from which you can open an existing report, graph, or label.
CTRL + P	Prints the report associated with the current form. MP2 applies the current sort and filter to the report.

MENU TOOLBAR

Button	Function
	Displays the New Record dialog box listing all data entry forms. Select the form to open, and then click OK.
	Displays the Open dialog box from which you can open an existing report, graph, or label.
	Saves the current form layout.
	Prints the report associated with the current form. MP2 applies the current sort and filter to the report.
	Displays the report on screen.
	Cuts the selected text to the clipboard.
	Copies the selected text to the clipboard.
	Pastes the text from the clipboard into the current field.
	Copies data from the previous record's field when MP2 displays information in a tabular format. (MP2 5.1 and 6.0 only)
	Removes the last edit if you have not yet posted the record.
	Copies the current record to the clipboard. You may paste the record into the same table using the Paste Record button.
	Pastes the copied record from the clipboard.
	Removes the changes for the entire record if you have not yet posted the record.
	Shows all changes that you or other users have made to the database. Click this button if you update the record and do not see the changes.
	Sorts the current form by the current field in increasing order.
	Sorts the current form by the current field in decreasing order.
	Filters the current form by the current field (MP2 5.0).
	Filters the current form by the current field. (MP2 5.1 and 6.0)
	Removes any applied filter from the current form.
	Displays the Locate Value dialog box with which you may search for a record using a particular value in a field.
	Searches for the next occurrence of the search value.
	Displays, in the status bar, the number of records contained in the current form. (MP2 6.0 only).
	Invokes the context-sensitive help and changes the cursor to a question mark and pointer. Click on a field to display help for that field.