



## CRM Tips 'n' Tricks from Altico

There are dozens of little tips and tricks for using your Microsoft Dynamics CRM application that can make your life ever so much easier. We'll be bringing you a new tip every month in the hope that you find them useful.

The resident Altico wizard presents your November 2008 CRM tip:

Did you know you can save a record by pressing ALT + S on the keyboard? There are many convenient keyboard shortcuts that you can use to speed up your work. Keyboard shortcuts can even be more ergonomic than using your mouse in some cases. In addition to common shortcuts, such as CTRL+C to copy and CTRL+V to paste, here are 10 keyboard shortcuts you may find useful.

### Top 10 Keyboard Shortcuts for Dynamics CRM

To do this	Press
Select all text in the current field or current list	CTRL+A
Close an active form	ALT+F4
Move forward through a form's fields	TAB
Move backward through a form's fields	SHIFT+TAB
Save a form	CTRL+S or SHIFT+F12
Save and close a form	ALT + S
Expand/collapse Form Assistant	CTRL+SHIFT+F
Cancel edits and close a form	ESCAPE
Delete a record	CTRL+D
Save and then open a new form	CTRL+SHIFT+S

I'm NOT the resident wizard, but be that as it may, you're welcome to channel your questions through me.

Yours,

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