

Keyboard Usage for Interface Elements in SAP GUI for Windows



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Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax

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Typographic Conventions

Type Style	Description
<i>Example text</i>	Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options. Cross-references to other documentation.
Example text	Emphasized words or phrases in body text, graphic titles, and table titles.
EXAMPLE TEXT	Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE.
Example text	Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools.
Example text	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
<Example text>	Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system.
EXAMPLE TEXT	Keys on the keyboard, for example, F2 or ENTER.

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Keyboard Usage for Interface Elements in SAP GUI for Windows

This document describes which the use of keys on the keyboard for user interface elements of SAP GUI for Windows 640.

Levels of Interactivity

The level of interactivity of a user interface element depends on:

- The basic state of the element (interactive or non-interactive)
- The current state of the element (modifiable, read-only, or disabled)
- [accessibility mode \[External\]](#)

Interactive user interface elements, such as input fields, allow interaction in principle, but their current states may be modifiable, read-only, or disabled:

- Modifiable elements allow navigation and manipulation.
- Read-only elements only allow navigation and selection.
- Disabled elements are not modifiable in the current application context. They can only be navigated to in the accessibility mode. Disabled user interface elements indicate their disabled state; for example, they can be grayed out.

Non-interactive elements such as labels or decorations cannot be manipulated and can only be navigated to in the accessibility mode.

Navigation in User Interface Elements

Sequential element navigation moves the [focus \[External\]](#) from one element to the next element. The focus moves along a predefined route, the [tab order \[External\]](#). Sequential element navigation using [Tab] and [Shift]+[Tab] to move the focus forwards or backwards can be very time consuming. When user interface elements are grouped in dialogs or screens, you can use group navigation more effectively and move the focus in larger steps. Choose [Ctrl]+[Tab] to move forwards and [Shift]+[Ctrl]+[Tab] to move backwards.

Typing Rules

A single key on the keyboard is shown in square brackets, such as [Ctrl]. The [] brackets indicate that it is a special key. If multiple keys have to be pressed at the same time, the key codes are described as follows: [Ctrl]+[c]. The + indicates that [Ctrl] has to be held down while [c] is pressed. If there are further keys that you can press after a key combination, this is indicated using an arrow.



The key combination for closing a window is [Alt]+[Space] -> [c]. You press [Alt] and [Space] at the same time. You then press [c].

Alternative keys are expressed as follows, [Up/Down/Left/Right]. This means that you need to press one of the keys separated by [/] or [[]].



Overview of Keyboard Usage in SAP GUI for Windows

This document contains an overview of the keys used for the following user interface elements of SAP GUI for Windows 640:

- SAP Logon window
- SAP GUI for Windows window
- [Pushbutton \[External\]](#)
- [Toggle button \[External\]](#)
- [Menu button \[External\]](#)
- [Configurable button \[External\]](#)
- [Checkbox \[External\]](#)
- [Radio button \[External\]](#)

SAP Logon Window

Action	Keyboard Command
Activate selected element	Enter or Space
Navigate to next element	Tab
Navigate to previous element	Shift + Tab
Select and activate element	Alt + shortcut key
Navigate within list of selectable entries	Arrow keys
Activate entry in the list	Enter

SAP GUI for Windows Window

Action	Keyboard Command
Jump to menu	Alt key
Navigate to next element	Tab
Navigate to previous element	Shift + Tab
Navigate to read-only element [External]	Alt Gr + Tab
Navigate away from read-only element	Shift + Alt Gr + Tab
Navigate to next group	Ctrl + Tab
Navigate to previous group	Shift + Ctrl + Tab
Cancel actions, step-by-step	Escape key

Pushbutton

Action	Keyboard Command
Activate selected pushbutton	Enter or Space

Select and activate pushbutton (simultaneously)	Alt + shortcut key
Navigate to next element	Tab
Navigate to previous element	Shift + Tab

Toggle Button: As Pushbutton with Following Additional Action

Action	Keyboard Command
Switch to pressed or unpressed state	Space

Menu Button: As Pushbutton with Following Additional Actions

Action	Keyboard Command
Open menu of menu button	Down arrow
Navigate within menu of menu button	Arrow keys
Activate selected menu item	Enter
Close menu of menu button	Escape key

Configurable Button: As Pushbutton with Following Additional Actions

Action	Keyboard Command
Open menu of configurable button	Shift + F10 or context menu key
Navigate within menu of configurable button	Arrow keys
Choose menu item	Enter

Checkbox

Action	Keyboard Command
Select or deselect checkbox	Space
Navigate to next element	Tab
Navigate to previous element	Shift + Tab

Radio Button

Action	Keyboard Command
Set radio button	Space
Navigate and set	Up/down arrow keys
Navigation only	Ctrl + Down/Up
Navigate to next element	Tab
Navigate to previous element	Shift + Tab

Pushbutton

Definition

A pushbutton is a user interface element that you can use to execute the assigned function. Pushbuttons can contain text and graphical icons. Special types of pushbuttons are:

[Toggle buttons \[External\]](#)

[Menu buttons \[External\]](#)

[Configurable buttons \[External\]](#)

Use

When the button has the [focus \[External\]](#), you can use [Space] or [Enter] to activate the button function. If the pushbutton is used as a default button, you can also activate it by choosing [Enter] even if it does not currently have the focus. If a button is used as a default button, the button is emphasized accordingly.

If the button has an accelerator key (underlined character), you can choose [Alt]+[underlined character key] to activate the function.



The picture above shows a *Logon* pushbutton with an underlined L as the accelerator key.

To activate the function of the *Logon* button directly, choose [Alt]+[L].

You can use a toggle button to switch a function on or off. When you activate the function with [Space] or [Enter], the toggle button indicates this pressed state visually. You deactivate the function by choosing [Space] or [Enter] on the button again.

When you choose [Space] or [Enter] on a menu button, a menu opens up and you can choose one of the functions in the menu. The navigation works the same as in other [menus \[Page 12\]](#). Choose [Enter] to activate the required function.

To activate the function of a configuration button, choose [Space] or [Enter] when the button has the [focus \[External\]](#). To open the menu, choose [Alt]+[Down]. The navigation works the same as in other [menus \[Page 12\]](#). When you have chosen a function from the menu, the button displays this function from then on.

Access

Sequential element navigation works for pushbuttons, so you can move the [focus \[External\]](#) forwards to a pushbutton using [Tab] or backwards using [Shift]+[Tab].

Help Functions

If the pushbutton has a tool tip, you can call it up by choosing [Ctrl]+[q].

Checkbox

Definition

You can use checkboxes to select or deselect an option. A checkbox consists of a square checkmark element and a descriptive text.

Use

When the checkbox has the [focus \[External\]](#), you can use [Space] or [Enter] to select or deselect the box.



In addition to being selected or deselected, a checkbox can also have an undefined status. This is used if multiple items are displayed in a summary dialog and the checkbox cannot display the values of all elements.

If all items' values are true, the checkbox is checked; if they are all false, the checkbox is not checked. If the result is unclear (for example, 10 true values and seven false values), the system displays the checkbox in an undefined state. If you now choose the checkbox, the checked status will be applied to all selected elements.

Access

Sequential element navigation works for checkboxes, which means you can move the [focus \[External\]](#) forwards to an input field using [Tab] or backwards using [Shift]+[Tab].

Help Functions

If the checkbox has a tool tip, you can call it up by choosing [Ctrl]+[q].



Radio Button

Definition

A radio button is a user interface element you can use to choose a single item from a list of items. A radio button consists of a round element and a descriptive text.

Use

Like a checkbox, a radio button can be selected or deselected. However, single radio buttons are not implemented, since radio buttons are only used to select one item exclusively from a list of items.

Access

Radio buttons support sequential element navigation. You use them to move the [focus \[External\]](#) forwards to a radio button group using [Tab] or backwards using [Shift]+[Tab]. If you access a radio button group, the radio button you have currently selected is highlighted.

Internal Navigation

Use the arrow keys to move the focus between the different radio buttons within a radio button group. The focused radio button item is selected automatically.

When you use the arrow keys in conjunction with the [Ctrl] key, you can move the focus independently of the selection. When you reach the radio button item you require, you can use the [Space] key to select the focused radio button.

Help Functions

If the radio button has a tool tip, you can call it up by choosing [Ctrl]+[q].



Definition

Like a button, a link is a user interface element that you can use to execute an assigned function, such as a reference to a document. The link is represented by a text or an image or both and is usually underlined to show that additional functions can be accessed from the link.

Use

When the link has the focus, you can use [Enter] to activate the link function.

Access

Sequential element navigation works for links, so you can move the [focus \[External\]](#) forwards to a link using [Tab] or backwards using [Shift]+[Tab].

Help Functions

If the link has a tool tip, you can call it up by choosing [Ctrl]+[q].



Definition

An image displays graphical or photographic information.

Use

Access

Sequential element navigation works for images, which means you can move the [focus \[External\]](#) forwards to an image using [Tab] or backwards using [Shift]+[Tab].

Help Functions

If the image has a tool tip, you can call it up by choosing [Ctrl]+[q].



Definition

A combo box consists of an input field and a dropdown list box. You can use a combo box to either enter data directly or select an item from the dropdown list. The dropdown list box is not editable. You can use it to select an item from a list of items.

Use

Access

Dropdown boxes and combo boxes support sequential element navigation. This allows you to move the [focus \[External\]](#) forwards to a box using [Tab] or backwards using [Shift]+[Tab]. If an underlying function exists, you can start it by pressing [F2] – this corresponds to a double click with the left mouse button.

Internal Navigation, Selection, and Manipulation Within a Combo Box

See [Input Field \[Page 13\]](#).

Internal Navigation, Selection, and Manipulation Within a Dropdown List Box

To call up the value list in a combo box or a dropdown list box, choose [Alt]+[Down]. Then use the up and down arrow keys to navigate to your target value and select it with [Enter]. To go to the end or the beginning of the dropdown list, choose [End] or [Home]. You can also use [PageUp] and [PageDown] to move the [focus \[External\]](#) through a list with many entries in larger steps.

Alternatively, you can navigate between the value list entries without opening the value list explicitly. By choosing [Right] or [Left] when the dropdown list box has the focus, you can call up the value list entries one by one.

If the text cursor is on the first item in a combo box, you can use [Backspace] to call up a history list. From this list you can select one of the entries used before.

Auto Completion

When you enter the first characters in a combo box, the auto completion function automatically selects the most suitable item in a list and displays this item in the field. The characters you have entered remain deselected.

Exit

There are several ways to exit a dropdown list box:

- To select the focused list option in a dropdown list and go to the next user interface element, choose [Tab].
- To accept the change and close the dropdown list without moving the [focus \[External\]](#) to the next user interface element, choose [Enter].
- To close the dropdown list without selecting the focused list option, choose [Escape] or [Alt]+[Up] or [Alt]+[Down].



Menu

Definition

A menu is a user interface element that contains application-specific or object-specific functions. Menus can be menu bars such as the main menu bar in an SAP application, or detached menus such as context menus.

Main Menu Bar

The main menu bar is the top line of every primary SAP window and offers you the main application functions. It contains several [pull-down menus \[External\]](#) that can in turn contain submenus.

Context Menu

A context menu displays a list of functions that are available for the objects currently focused or selected. It can contain submenus. The context menu opens up at the position where you call it up, for example next to the mouse cursor or the keyboard [focus \[External\]](#).

Use

When a menu item has the [focus \[External\]](#), you can use [Enter] to activate the function of the item. If the item has a shortcut key (underlined character), you can choose [Alt]+[underlined character] to activate the function directly without moving the focus first.



Edit Goto Utilities Settings System Help

The picture above shows a menu bar with multiple items. The *System* item has the underlined *y* as its shortcut key.

To activate the *System* item, choose [Alt]+[y].

When you choose a menu item, you trigger an action. After you have chosen the menu item, the menu closes again.

Access

To open the main application menu, choose [F10] or [Alt]. To open the context menu with the functions available for a particular item, choose the [ContextMenu] key or [Shift]+[F10] – this corresponds to a single click on the right mouse button.

Internal Navigation

Use the right and left arrow keys to navigate between the items in the main menu bar. To open the pull-down menu of a menu bar item, choose the down arrow key. If a pull-down menu item or a context menu item has a submenu, you can open it with the right arrow key or with [Enter] from the menu item selected.

Exit

To leave a menu or to close a pull-down menu, choose [Escape]. To close a submenu and go to the main menu item, press [Escape] or the left arrow key. You need to press [Esc] for each situation in a stacked situation.



Input Field

Definition

You can use an input field to enter and edit text. It consists of a field name and the field data.

Use

When the input field has the [focus \[External\]](#), you can enter text and numerical data using the keyboard.

Access

Sequential element navigation works for input fields, which means you can move the [focus \[External\]](#) forwards to an input field using [Tab] or backwards using [Shift]+[Tab]. You may need to press [F2] to start the text editing process. If an underlying function exists, you can start it by pressing [F2] – this corresponds to a double click with the left mouse button.

Help Functions

When the input field has the [focus \[External\]](#), you can call up the help documentation for this field by choosing [F1]. If the input field has a tool tip, you can call it up by choosing [Ctrl]+[q]. You can open the context menu of the focused input field by choosing the [ContextMenu] key or [Shift]+[F10]. In more complex applications, the F4 help opens up a dialog box and provides selection options. If there is an F4 help, this is indicated by a small icon to the right

of the input field, which appears as soon as the focus moves to the field. To call up a history list and choose one of your previous entries, choose [Backspace] when the text cursor is at the first position in the field.



The system only displays tool tips and history lists if the settings under *Options* allow this. To call up the options dialog box, choose [Alt]+[F12] and the appropriate character key.

Internal Navigation

You can move the text cursor between characters using the right and left arrow keys within the input fields. Use [Ctrl]+[Left] or [Ctrl]+[Right] to go to the next or previous word. Use the keys [Home] and [End] to position the cursor before the first or after the last word or character in the field.

Select

To select characters in an input field, you can use [Shift] with the right and left arrow keys. To select the word before or after the text cursor, choose [Ctrl]+[Shift] with the left or right arrow key.

Manipulation

You can use the clipboard to copy or cut selected characters. Choose [Ctrl]+[c] or [Ctrl]+[x] to do this. You can paste them elsewhere by choosing [Ctrl]+[v]. You can undo your last action by pressing [Ctrl]+[z]. When editing text, you can use the [Delete] key to delete the character to the right of the cursor and the [Backspace] key to delete the character to the left of the cursor.

When entering data, you can toggle between the insert mode and the overwrite mode by pressing the [Insert] key. When you are in the insert mode, any data to the right of the cursor moves to the right when you type. The insert mode is the default mode in the standard system. In the overwrite mode you overwrite any data to the right of the cursor.

Exit

To finish editing, choose [Tab] or [Enter] to leave the input field and accept the changes made. To finish editing and undo the changes made, choose [Escape].



Text Editor

Definition

You can use a text editor to enter and edit texts that comprise multiple lines or even pages.

Use

Access

Sequential element navigation works for text editors, which means you can move the [focus](#) [\[External\]](#) forwards to a text editor using [Tab] or backwards using [Shift]+[Tab]. If an underlying function exists, you can start it by pressing [F2].

Help Functions

If the text editor has a tool tip, you can call it up by choosing [Ctrl]+[q]. To open the context menu of the focused text editor, choose the [ContextMenu] key or [Shift]+[F10].

Internal Navigation

You can move the text cursor between characters within the text editor by using the right and left arrow keys. You can use [Ctrl]+[Left] and [Ctrl]+[Right] to jump to the next or previous word. Use the keys [Home] and [End] to position the cursor before the first or after the last word or character. If the text extends over more than one page you can page forwards or backwards through the document using [PageUp] or [PageDown]. You can use [Ctrl]+[Home] and [Ctrl]+[End] to go directly to the first or last page.

Selection

To select characters, you can use [Shift] with the right and left arrow keys. To select the word before or after the text cursor, choose [Ctrl]+[Shift] with the left or right arrow key. By pressing [Shift]+[Home] or [Shift]+[End] you can select the entire text from the left of the cursor position to the start of the line, or the entire text from the right of the cursor position to the end of the line. To select all text between the cursor and the start or end of the entire text, choose [Ctrl]+[Shift]+[Home] or [Ctrl]+[Shift]+[End]. To deselect a selection, move the text cursor with the arrow keys.

Manipulation

You can use the clipboard to copy or cut selected characters. Choose [Ctrl]+[c] or [Ctrl]+[x] to do this. You can paste them elsewhere by choosing [Ctrl]+[v]. You can undo your last action by pressing [Ctrl]+[z].

When editing text, you can use the [Delete] key to delete the character to the right of the cursor and the [Backspace] key to delete the character to the left of the cursor. When you are working in the text editor, you can add a tab character to the text by choosing [Tab] and a carriage return by choosing [Enter].

When entering data, you can toggle between the insert mode and the overwrite mode by pressing the [Insert] key. When you are in the insert mode, any data to the right of the cursor moves to the right when you type. The insert mode is the default mode in the standard system. In the overwrite mode you overwrite any data to the right of the cursor.

Exit

To exit the text editor, choose [Ctrl]+[Tab].



Toolbar

Definition

The standard toolbar contains elements such as:

[Pushbuttons \[External\]](#)

[Toggle Buttons \[External\]](#)

[Radio Buttons \[External\]](#)

[Configurable Buttons \[External\]](#)

[Combo Box \[External\]](#)

Use

The items in the toolbar can be selected using the keyboard as described under [Pushbutton \[Page 9\]](#), [Combo Box and Dropdown List Box \[Page 11\]](#), and [Input Field \[Page 13\]](#).

Access

Toolbars support sequential element navigation. You can move the [focus \[External\]](#) forwards to a toolbar using [Tab], or backwards using [Shift]+[Tab].

Help Functions

If the toolbar elements have tool tips, you can call them up by choosing [Ctrl]+[q].

Internal Navigation

You can use the arrow keys to navigate in the elements of a toolbar. If the toolbar has more than one section, you can use [Ctrl]+[Right/Left/Up/Down] to jump between these sections.



ABAP List

Definition

The ABAP list is a list view in SAP GUI which displays formatted text using defined character width fonts. The text types displayed in the ABAP list are:

- Unstructured texts
- Table content
- Hierarchical data

Use

You can use the arrow keys to navigate the text cursor in an ABAP list. You can access other areas of the list by simply moving the text cursor up or down, left or right. This includes areas that do not contain any data, such as the space between the last word in a line and the actual end of the line.

Access

Sequential element navigation works for ABAP lists, which means you can move the [focus \[External\]](#) forwards to an ABAP list using [Tab] or backwards using [Shift]+[Tab]. To scroll forwards or backwards between visual groups or sections of an ABAP list, choose [Ctrl]+[Tab] or [Shift]+[Ctrl]+[Tab].

Help Function

You can open the context menu of the ABAP list by choosing the [ContextMenu] key or [Shift]+[F10]. The context menu contains the same list of functions regardless of the point in the ABAP list from which you access it. If an item of the ABAP list has a tool tip, you can call it up by choosing [Ctrl]+[q].

Internal Navigation

ABAP list displaying unstructured data in a text field

In an editable text field, you can use the same functions as those in an [input field \[Page 13\]](#).

ABAP list displaying structured data in a table

To navigate forwards or backwards between the fields, use [Tab] or [Shift]+[Tab]. Use the left and right arrow keys to move the text cursor between the characters. You can use [Ctrl]+[Home] and [Ctrl]+[End] to go directly to the first or last field in the table.

ABAP list displaying hierarchical structured data in a tree or a hierarchical-sequential list

Choose F2 to open a parent node in a tree and display its child items. You can use [Ctrl]+[Home] and [Ctrl]+[End] to go directly to the first or last item in the ABAP list.

To navigate up or down between successive hierarchy levels (from parent to child or back), use [Alt]+[Ctrl]+[Right] or [Alt]+[Ctrl]+[Left]. To scroll directly between items at the same hierarchy level, choose [Ctrl]+[Up] or [Ctrl]+[Down]. In a hierarchical-sequential list you can scroll between items with multiple rows by choosing [Alt]+[Ctrl]+[Up] or [Alt]+[Ctrl]+[Down].



Tree

Definition

A tree is a hierarchical arrangement of elements. Top level elements are called roots and the subordinate elements are called nodes. The nodes relate to each other by being defined as subnodes, higher-level nodes, or same-level nodes. A column tree consists of a node area and a column area where more detailed information about the selected node is displayed.

Use

Trees can be used to display and hide items at lower levels.

Access

Sequential element navigation works for trees, which means you can move the [focus \[External\]](#) forwards in the tree using [Tab] or backwards using [Shift]+[Tab].

Help Functions

If a help function is available for a selected node element, you can call it by pressing F1. You can open the context menu for a focused node element by choosing the [ContextMenu] key or [Shift]+[F10].

Internal Navigation

To navigate forwards and backwards between all expanded nodes and node elements, choose the up and down arrow keys. To open a collapsed tree node, choose the right arrow key or [NumPad+]. To collapse a node, choose the left arrow key or [NumPad-]. To move the [focus \[External\]](#) to the end of the current row, choose [End]. To jump to the start of the row, choose [Home]. To move the focus to the last item in the column, choose [Ctrl]+[Down]. To return to the first item of the column, choose [Ctrl]+[Up].

You can use [PageUp] and [PageDown] to browse through the content of a large tree, or one that has been fully expanded.

Manipulation

To activate pushbuttons, checkboxes, or links inside a tree, choose [Enter] or [Space] when the element has the [focus \[External\]](#).



ALV Grid


Definition

You can use ALV Grid to display and edit table data. A main feature of ALV Grid is that it contains a standard set of functions. These functions extend beyond the functions of a [table control \[Page 19\]](#).

Use

The cells in ALV Grid can be editable or read-only. You can switch to the cell editing mode by pressing [F2] only if the grid is editable.



An application can display table data in ALV Grid or in a table control. In some applications you can choose between displaying and editing data in either ALV Grid or a table control. If a [configurable button \[External\]](#) () appears in the right upper corner of the table, it is a table control.

Note that these two UI elements require different keyboard navigation, with ALV Grid being more user-friendly.

Access

Sequential element navigation works for ABAP Grid, which means you can move the [focus \[External\]](#) forwards to a grid using [Tab] or backwards using [Shift]+[Tab]. The same applies to navigation within ALV Grid.

Sequential group navigation works for ALV Grid. This means you can move the [focus \[External\]](#) away from a grid and select the next group using [Ctrl]+[Tab] or get to the previous group using [Shift]+[Ctrl]+[Tab].

If the focus is on a cell in the grid, you can use group navigation to navigate out of the grid immediately. If you do not exit the application, and navigate back to ALV Grid, the focus is still on the same cell as when you exited the grid.

To start editing the text in an editable grid cell, choose [F2]. If an underlying function is available, you can start it by pressing [F2] again.

Help Functions

You can open the context menu for the focused cell by choosing the [ContextMenu] key or [Shift]+[F10]. If a value list is available for the cell, you can display it by choosing [Alt]+[Down]. In more complex applications, the F4 help opens up a dialog box and provides selection options.

By choosing [Backspace] in an editable cell in ALV Grid when the cursor is in the first position in the field, you can display a history list and choose one of your previous entries.

Internal Navigation

Cell Navigation Mode

You can use [Tab] or [Shift]+[Tab] within ALV Grid to navigate forwards or backwards between the editable cells.



If you have chosen the accessibility mode, you can also navigate to read-only cells. If you have not chosen the accessibility option, choose [AltGr]+[Tab] to access read-only cells as well.

Pressing [Ctrl] together with one of the arrow keys moves the [focus \[External\]](#) to the first or last cell of a column or a row.

If the grid extends over more than one page you can page forwards or backwards through the document using [PageUp] or [PageDown]. You can use [Ctrl]+[Home] and [Ctrl]+[End] to go directly to the first or last page.

Cell Editing Mode

You can move the cursor between the characters within an editable grid cell using the right and left arrow keys. Use [Ctrl]+[Left] or [Ctrl]+[Right] to go to the next or previous word. Use the [Home] and [End] keys to place the cursor on the first or last word or character.

Select

Cell Navigation Mode

To select an entire row, choose [Shift]+[Space] in cell navigation mode. To select an entire column, choose [Ctrl]+[Space]. To select the entire grid contents, choose [Ctrl]+[a].

You can also define a selection range across a number of vertically and horizontally arranged cells, using [Shift] together with the arrow keys.

Cell Editing Mode

You can use [Shift] and the right and left arrow keys to select characters within an editable cell.

Manipulation

You can use the clipboard to copy or cut selected characters. Choose [Ctrl]+[c] or [Ctrl]+[x] to do this. You can paste them elsewhere by choosing [Ctrl]+[v]. You can undo your last action by pressing [Ctrl]+[z]. When editing text, you can use the [Delete] key to delete the character to the right of the cursor and the [Backspace] key to delete the character to the left of the cursor.

Exit

To finish editing, choose [Tab] or [Enter] to leave the cell of a grid and accept the changes. Alternatively, choose [Escape] to leave the cell and undo the changes made.




Table Control

Definition

You can use a table control to display and edit data in tables.



An application can display table data in [ALV Grid \[Page 17\]](#) or in a table control. In some applications you can choose between displaying and editing data in either ALV Grid or a table control. If a [configurable button \[External\]](#) () appears in the right upper corner of the table, it is a table control.

Note that these two user interface elements require different keyboard navigation, with ALV Grid being more user-friendly.

Use

Access

Sequential element navigation works for table controls, which means you can move the [focus \[External\]](#) forwards to a table control using [Tab] or backwards using [Shift]+[Tab]. If an underlying function exists, you can start it by pressing [F2].

Sequential group navigation works for table controls, which means you can move the [focus \[External\]](#) away from a table control and select the next group using [Ctrl]+[Tab] or get to the previous group using [Shift]+[Ctrl]+[Tab].

Help Functions

You can open the context menu for a table control by choosing the [ContextMenu] key or [Shift]+[F10]. If a value list is available for the cell, you can display it by choosing [Alt]+[Down]. In more complex applications, the F4 help opens up a dialog box and provides selection options.

By choosing [Backspace] in an editable cell in a table control when the cursor is in the first position in the field, you can display a history list and choose one of your previous entries.

Internal Navigation

You can use [Tab] or [Shift]+[Tab] within a table control to navigate forwards or backwards between the editable cells. You can also use the up and down arrow keys to navigate vertically between the cells.

You can choose [Alt Gr]+ [Tab] to access read-only cells as well.

If the table control extends over more than one page you can page forwards or backwards through the document using [PageUp] or [PageDown]. You can use [Ctrl]+[Home] and [Ctrl]+[End] to go directly to the first or last page.

You can move the cursor between the characters within an editable table control cell using the right and left arrow keys. You can use [Ctrl]+[Left] and [Ctrl]+[Right] to jump to the next or previous word. Use the [Home] and [End] keys to place the cursor on the first or last word or character.

Selection

To select an entire row, choose [Shift]+[Space] in cell navigation mode. To select an entire column, choose [Ctrl]+[Space]. To select the entire contents of a table control, choose [Ctrl]+[a].

You can use [Shift] and the right and left arrow keys to select characters within an editable cell.

Manipulation

You can use the clipboard to copy or cut selected characters. Choose [Ctrl]+[c] or [Ctrl]+[x] to do this. You can paste them elsewhere by choosing [Ctrl]+[v]. You can undo your last action by pressing [Ctrl]+[z]. When editing text, you can use the [Delete] key to delete the character to the right of the cursor and the [Backspace] key to delete the character to the left of the cursor.

Exit

To finish editing, choose [Tab] or [Enter] to leave the cell of a table control and accept the changes. Alternatively, choose [Escape] to leave the cell and undo the changes made.



Tabstrip

Definition

A tabstrip is a grouping element that can display different application elements on a single screen. A tabstrip consists of one or more pages and each page has a title.

Use

To display a hidden tab page, move the focus to the title of the page and choose [Space].

Access

Sequential element navigation works for tabstrips, which means you can move the [focus](#) [\[External\]](#) forwards to a tabstrip using [Tab] or backwards using [Shift]+[Tab].

Internal Navigation

To jump to the next or previous tabstrip page, choose [Ctrl]+[PageDown] or [Ctrl]+[PageUp].



Window

Definition

A window is a framed area on the screen. You can change the size and position of a window. A distinction is made between primary windows and secondary windows, such as dialog boxes. The application runs in the primary window. You open a secondary window from a primary window. Multiple overlapping windows can be displayed on a desktop.

SAP GUI Window

A SAP GUI window consists of:

- A menu bar with menu items such as *System* and *Help*
- The standard toolbar with items such as the command field
- The title bar with the name of the function currently being executed
- The application toolbar with buttons relevant to the specific application

For more information about the SAP GUI window elements, see the SAP GUI Help. (To display it, choose F1 in the SAP Logon dialog.)

Use

SAP GUI windows are handled in a similar way to windows used in the Windows operating system. Standard Windows key combinations can be used to close, move, and resize windows. These key combinations work for primary application windows and most dialog windows in SAP GUI. Other functions, such as task switching, only work for primary application windows.

Access and Navigation Between Windows (Task Switching)

To switch the view between application windows, choose [Alt]+[Tab] to open the task switcher. The task switcher shows application-specific icons representing the currently available application windows. To move the [focus \[External\]](#) from one icon to the next inside the task switcher, hold the [Alt] key down and press the [Tab] key until the focus is on the required window icon. Once the focus moves to an icon, the corresponding window title is displayed in the text area of the task switcher. Release the [Alt] key to activate the window. You can also move the focus backwards inside the task switcher by pressing [Alt]+[Shift]+[Tab].

Internal Navigation in SAP GUI Windows

To open a new SAP GUI window, choose [Ctrl]+[+].

To go back one step, choose [F3]. To refresh the window content, choose [F5]. If the window is divided into two parts by a splitter, you can access the splitter by choosing [Ctrl]+[Tab] and resize the window parts using the arrow keys. Enlarging the size of one section reduces the size of the other section.

Command Field Navigation

The command field is similar to the address bar in an Internet browser. You can enter a transaction code to call a specific function. To move the [focus \[External\]](#) to the command field directly, choose [Ctrl]+[.]. You can call up your previous entries in turn within the command field by choosing the up and down arrow keys. To call up the history list with all your previous entries, choose [Alt]+[Down].

Manipulation

To open up the system menu of the main application window, choose [Alt]+[Space]. To navigate to a menu item in the system menu, use the arrow keys to select the item, and press [Enter] or choose the accelerator key. To move a window, choose the move function in the

system menu and then the arrow keys. To end the move interaction mode and return to standard window interaction, choose [Enter]. To resize a window, choose the size function in the system menu and then use the arrow keys. To end the resize interaction mode and return to standard window interaction, choose [Enter].

Accelerator Key Combinations for Handling Windows

Key Combination	Description
[Alt]+[Space]→[m]	Move window
[Alt]+[Space]→[s]	Resize window
[Alt]+[Space]→[n]	Minimize window
[Alt]+[Space]→[x]	Maximize window
[Alt]+[Space]→[r]	Restore window



The move and resize functions do not work in full screen mode.

When you minimize a window, it loses the [focus \[External\]](#). When you restore or maximize a window, it keeps the focus.

Exit

To close a window, choose [Alt]+[F4] or [Alt]+[Space]→[c]. To close a dialog window and undo the changes made, choose [Escape]. To close a dialog window and save the changes made, choose [Escape].

To cancel a dialog, a dialog step, or an application, you can also choose [F12].