## QUICKLY OPEN OR CREATE:

| | |
|---|---|
| New Invoice | Ctrl + I |
| New item in currently displayed list | Ctrl + N |
| New Check | Ctrl + W |
| Open the Chart of Accounts | Ctrl + A |
| Open the Customer Center | Ctrl + J |
| Open the Memorized Transaction List | Ctrl + T |
| Display History for selected item | Ctrl + H |
| Display Registry for selected account or item | Ctrl + R |
| Display Transaction Journal for selected item | Ctrl + Y |
| Display Help | F1 |

## OTHER SHORTCUTS

| | |
|---|---|
| Edit the current item (Customer, Vendor, Account, etc.) | Ctrl + E |
| Delete check, invoice, transaction, or item from list | Ctrl + D |
| Find transaction | Ctrl + F |
| Go to register of transfer account | Ctrl + G |
| Memorize transaction or report | Ctrl + M |
| Open list in separate window (for current drop-down menu) | Ctrl + L |
| Use list item | Ctrl + U |
| Show list (in a register) | Ctrl + S |
| Print | Ctrl + P |
| QuickReport on transaction or list item | Ctrl + Q |
| QuickZoom on report | Enter |

| General action | Shortcut |
|---|---|
| To start QuickBooks without a company file | Ctrl (while opening) |
| To suppress the desktop windows (at Open Company window) | Alt (while opening) |
| Display product information about your QuickBooks version (including the Release Number | Ctrl + 1 |
| Close active window | Esc or Ctrl + F4 |
| Record (always) | Ctrl + Enter |

# QuickBooks® — Keyboard Shortcuts (Editing)    TC-7.1

## INVOICES, SALES RECEIPTS, ESTIMATES, ETC.

| Editing | |
|---|---|
| Edit transaction selected in register | Ctrl + E |
| Delete line from detail area | Ctrl + Del |
| Insert line in detail area | Ctrl + Ins |
| Increase check or other form number by one | + (plus key) |
| Decrease check or other form number by one | - (minus key) |
| Undo changes made in field | Ctrl + Z |
| **Moving Around** | |
| Next field | Tab |
| Previous field | Shift + Tab |
| Beginning of current field | Home |
| End of current field | End |
| Line below in detail area or on report | Down arrow |
| Line above in detail area or on report | Up arrow |
| Down one screen | Page Down |
| Up one screen | Page Up |
| First item on list | Ctrl + Page Up |
| Last item on list | Ctrl + Page Down |

## WORKING WITH DATES

Put the cursor on a date and use these tips below to quickly modify the date:

| To Change the Date to... | Use |
|---|---|
| Next day | + (plus key) |
| Previous day | - (minus key) |
| **T**oday | T |
| First day of the **W**eek | W |
| Last day of the wee**K** | K |
| First day of the **M**onth | M |
| Last day of the mont**H** | H |
| First day of the **Y**ear | Y |
| Last day of the yea**R** | R |
| Display the calendar tool | Alt + down arrow |

### *THESE POPULAR SHORTCUTS ALSO WORK IN QUICKBOOKS®*

| | |
|---|---|
| Cut selected characters | Ctrl + X |
| Copy selected characters | Ctrl + C |
| Paste cut or copied characters | Ctrl + V |