

Category	Activity	Shortcuts
In a Date Field	Advance date forward	+
	Move date backward	-
	Today's Date	T
	For date calendar	Alt + down arrow
	First day/Last day of week	W for first /K for last
	First day/Last day of month	M for first /H for last
	First day/Last day of year	Y for first /R for last
Within a Transaction	Edit transaction selected in register	CTRL + E (Hold CTRL, Type E)
	Delete a line in transaction	CTRL + Del
	Insert a line in transaction	CTRL + Ins
	Cut highlighted characters	CTRL + X
	Copy highlighted characters	CTRL + C
	Paste cut or copied characters	CTRL + V
Activity	Display Account List	CTRL + A
	Display Write Check Window	CTRL + W
	Display Customer: Job List	CTRL + J
	Display Register	CTRL + R
	Display Invoice	CTRL + I
	Display List	CTRL + L
	Memorize Transaction	CTRL + M
	Find Feature	CTRL + F
	Print Current Activity or Report	CTRL + P
	On List, new invoice, check, bill or item	CTRL + N
Navigating	Next Field	Tab
	Previous Field	Shift + Tab
	Beginning of current field	Home
	End of current field	End
	Down one screen	Page down
	Up one screen	Page up
	Close Active Window	Esc or CTRL + F2
Help	Display Help in context	F1
	Select next option or topic	Tab
	Select previous option or topic	Shift + Tab
General	Display Help in context	F2
	Cancel	Esc
	Record	CTRL + Enter