



## Quickbooks Keyboard Shortcuts

Use the QuickBooks 2015 keyboard shortcuts shown in the following table to make your day-to-day small-business accounting easier and faster. You can save valuable time and energy with these handy key combinations to undo actions, display windows, and insert lines:

<b>Press This PC Shortcut</b>	<b>QuickBooks Does This</b>
Ctrl+A	Displays the Chart of Accounts window
Ctrl+C	Copies your selection to the Clipboard
Ctrl+D	Deletes check, invoice, transaction, or item from the list
Ctrl+E	Edits transaction selected in the register
Ctrl+F	Displays the Find window
Ctrl+G	Goes to the other side of a transfer transaction
Ctrl+I	Displays the Create Invoice window
Ctrl+J	Displays the Customer:Job List window
Ctrl+M	Memorizes a transaction
Ctrl+N	Creates a new <i>&lt;fill in the blank&gt;</i> where <i>&lt;fill in the blank&gt;</i> is whatever is active at the time
Ctrl+P	Almost always prints the currently active register, list, or form
Ctrl+Q	Creates and displays a QuickReport on the selected transaction
Ctrl+R	Displays the Register window
Ctrl+T	Displays the memorized transaction list
Ctrl+V	Pastes the contents of the Clipboard
Ctrl+W	Displays the Write Checks window
Ctrl+X	Moves your selection to the Clipboard
Ctrl+Z	Undoes your last action — usually
Ctrl+Insert	Inserts a line into a list of items or expenses
Ctrl+Delete	Deletes the selected line from a list of items or expenses