# QuickBooks Keyboard Shortcuts makeusenf





for Windows

### General

Start QuickBooks without a company file

Suppress the desktop windows (at Open Company window)

Display product information about your Quick-Books version

Close active window

Save transaction

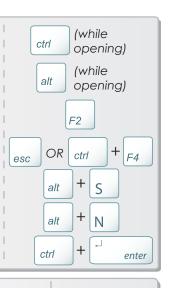
Save transaction and go to next transaction

W

K

M

Record



#### **Dates**

Next day;

Previous day;

Today;

Same date in previous week;

Same date in next week:

Same date in last month;

> Same date in next month:

First day of the week;

Last day of the week;

First day of the month;

Last day of the month;

First day of the year;

Last day of the year;

Date calendar;



# **Editing**

Edit transaction selected in register;

Delete character to right of insertion point;

Delete character to left of insertion point;

ctrl

ctrl

ctrl

ctrl

0

D

F

G

Delete line from detail area;

Insert line in detail area:

Cut selected characters;

Ē Delete backspace +Delete ctrl Insert ctrl

+

Χ

Copy selected characters;

Paste cut or copied characters;

Increase check or other form number by one;

Decrease check or other form number by one;

Undo changes made in field;



ctrl

ctrl

ctrl

ctrl

R

V

## **Activities**

Copy check transaction in register;

Create invoice;

Delete check, invoice, transaction, or item from list;

Find transaction;

Go to register of transfer account; History of A/R or

A/P transaction; Use list item:

ctrl Η Memorize transaction or report;

ctrl

New invoice, bill, check or item in context;

Open account list;

Open Customer Center (Customers & Jobs list);

Open Help for active window; Open list (for current

drop-down menu); Open memorized

transaction list;



ctrl

ctrl

Open split transaction window in register;

Open transaction journal;

Paste copied transaction in register;

Print:

QuickReport on transaction or list item;

QuickZoom on report;

Show list;

Write new check;





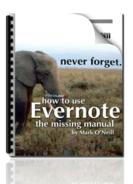
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