



# QuickBooks Online Keyboard Shortcuts

For PC Users

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## Enter dates

Next day	+ (plus key)
Previous day	- (minus key)
Today	<b>T</b>
First day of the week	<b>W</b>
Last day of the week	<b>K</b>
First day of the month	<b>M</b>
Last day of the month	<b>H</b>
First day of the year	<b>Y</b>
Last day of the year	<b>R</b>
Open pop-up calendar icon to right of a date field	<b>Alt + down arrow</b>

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## Calculate amounts and rates

Add	+ (plus key)
Subtract	- (minus key)
Multiply	*
Divide	/
Group	( )

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## Navigate fields on most forms

Go forward	<b>Tab</b>
Go backward	<b>Shift + Tab</b>
Check a checkbox field	<b>Space Bar</b>
Zoom	<b>Ctrl +</b> (zoom in) <b>Ctrl -</b> (zoom out)

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## Save forms

From any form	<b>Ctrl + Alt + S</b>
Save and send	<b>Ctrl + Alt + M</b>
Exit transaction	<b>Ctrl + Alt + X</b>
Cancel	<b>Ctrl + Alt + C</b>

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## Choose items in drop-down lists

Jump to desired field	<b>Tab</b>
Open list	<b>Alt + down arrow</b>
Move through items in list	<b>Up arrow or down arrow</b>
Select item you want, and move it to next field	Click <b>field</b> , then press <b>Tab</b>

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## If list has subitems

Type first few characters of parent item until selected.

To jump to list of subitems, type first few characters of subitem until selected.

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Open list of subitems	<b>Alt + down arrow</b>
Scroll through subitems	<b>Down or up arrow</b>
Select item and move to next field	<b>Tab</b>

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## Move around number field in journal entries

Go to Journal Entry screen, then:

Move to distribution line above	<b>Up arrow</b>
Move to distribution line below	<b>Down arrow</b>

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## Move around list field in journal entries

Jump from field to field	<b>Tab</b>
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## Find text

Search for text in a window	<b>Ctrl + F</b>
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