

# Keyboard shortcuts in Quicken

Many shortcuts require that you press two keys. For example, "CTRL+A" means hold down the CTRL key and press the letter A.

- You have the option to select either [Windows or Quicken keyboard scheme](#) for CTRL + Z/X/C/V.
- Shortcuts do not work in browser-based Quicken features.
- If you wish to compare the keyboard shortcut keys in Quicken with the keys in Windows, [here is the link](#).

## Features and Lists

To	Press
Go to the Home tab	ALT+Home
Go to the Write Checks screen	CTRL+W
Go to the Calendar	CTRL+K
Go to the Account List	CTRL+A
Go to the Category List	CTRL+SHIFT+C
Go to the Tag List	CTRL+L
Go to the Bill & Income Reminders dialog	CTRL+J
Go to the Manage Hidden Accounts dialog	CTRL+SHIFT+M
Go to the Memorized Payee List	CTRL+T
Print	CTRL+P
Select an item in a list	First letter of item, then press DOWN ARROW as needed

## Dates

To switch to	Press
Today	t
First day of this month	m
Last day of this month	h
First day of this year	y
Last day of this year	r
Go to date	CTRL+G

## Moving around in windows and fields

To go to	Press
Toggle between standard and fullscreen	F11
Previous window	ALT+BACK ARROW
Next window	ALT+FORWARD ARROW
Next field or column	TAB
Previous field or column	SHIFT+TAB
Beginning of field	HOME
First field in transaction or window or first report row	HOME twice
First transaction in window	HOME three times

First transaction in register	HOME four times
First transaction or upper left corner of report	CTRL+HOME
End of field	END
Last field in transaction or window, or last report row	END twice
Last transaction in window	END three times
Last transaction in register	END four times
Last transaction or lower right corner of report	CTRL+END
Next window or check	PAGE DOWN
Previous window or check	PAGE UP
Next month	CTRL+PAGE DOWN
First day of month	CTRL+PAGE UP
Up or down one row	UP ARROW or DOWN ARROW

## File Operations

To	Press
Back up a file	CTRL+B
Open a file	CTRL+O

## Register and Write Checks

To	Press
Decrease date or check number	- (minus sign)
Increase date or check number	+ (plus sign)
Copy data from the field above the currently selected field in the Split Transaction dialog	' (apostrophe)
Copy a field in the register	CTRL+INS
Cut a field in the register	SHIFT+DEL
Paste a field in the register	Shift+ INS
Delete a transaction or split line	CTRL+D
Find a transaction	CTRL+F
Replace a transaction	CTRL+H
Go to a new transaction	CTRL+N
Insert a transaction	CTRL+I
Memorize a transaction	CTRL+M
QuickFill, automatic recall	Type payee name
QuickFill, automatic completion	TAB
QuickFill list, scroll up or down	CTRL+UP ARROW or CTRL+DOWN ARROW
Open the calendar in the Date field; open a Payee, Tag, or Category window; or open the calculator in the Charge or Payment field	ALT+DOWN ARROW
Record a transaction	ENTER or CTRL+ENTER
Open the Reconcile dialog	CTRL+R
Open the Split Transaction dialog	CTRL+S
Open the Enter Transaction dialog (accessibility feature)	CTRL+5

Go to Transfer	CTRL+X
Void a transaction	CTRL+V

## Investments

To	Press
Go to the Portfolio	CTRL+U
Go to the Security List	CTRL+Y
Decrease or increase a security price by 1/16	- or +

## Help

To	Press
Help on the current window	F1