

Keyboard Shortcuts

Here are the most commonly used keyboard shortcuts in Quicken:

Get started

Task	Shortcut keys
Quicken Preferences	,
Page setup	P
Minimize Quicken window	M
Hide Quicken	H
Hide other programs	H
Quit Quicken	Q

Quicken data file

Task	Shortcut keys
Open Quicken file	O
Close Quicken file	W
Print file	P
Undo task	Z
Redo task	Z
Select all	A
Find	F
Find next	G
Find previous	G
Open register in new window	O
Transaction inspector	I
Show details	E
Show attachments	A
Show checks	C

Account register

Task	Shortcut keys
Update all online accounts	U
Update selected online account	U
Sync to mobile	S
Account status	S
Use default register text size	0
Increase register text size	+
Decrease register text size	-

Go to

Task	Shortcut keys
Payees & Rules	E
Tags	T
Categories	C
Actions	A
Securities	R

Transactions

Task	Shortcut keys
New transaction	N
New scheduled transaction	N
Edit transaction	E
Duplicate transaction	D
Delete transaction	
Mark as paid	R
Add split	N
Delete split	Delete
Show splits	S
Write check	J
Save QuickFill rule	Y
Transaction details	I
Move to next field	
Move to previous field	
Add attachment	H

Date Commands

Task	Shortcut keys
Today's date	T
Increment date	+
Decrement date	–
Increment 7 days	. or >
Decrement 7 days	, or <
First day of this week	W
Last day of this week	K
First day of this month	M
Last day of this month	H
First day of this year	Y
Last day of this year	R

Note: You can repeatedly press the required keys to increase or decrease the week, month or year. For example, if you press **R** for today, the date will change to 12/31 of the current year. If you press **R** again, it will change to 12/31 of the next year. Pressing **R** will continue to increment the year.