



# CCH Axxess Tax cheat sheet

## General

Note: In addition to keyboard shortcuts, access keys are available for ribbon and Quick Access Toolbar commands. Press the Alt key to display KeyTips for each command. You can use the shortcut displayed in KeyTip with Alt key.

Alt Show/hide application KeyTips.

Alt + F4 Close Return Manager or Tax.

Ctrl + A Select all items in a list, field, or grid.

Ctrl + C Copy the selected item.

Ctrl + F Open the Find window.

Ctrl + M Open Dashboard.

Ctrl + N Create a return.

Ctrl + O Open the selected return.

Ctrl + P Open the Print window.

Ctrl + R Calculate and recalculate the return.

Ctrl + S Save changes to the return.

Ctrl + V Paste an item from the Clipboard.

Ctrl + X Cut the selected item.

Ctrl + Y Redo an action.

Ctrl + Z Undo an action.

F1 Display Help for a field or window.

F2 Display Help for a worksheet.

F3 Display government form instructions.

## List

Home Select first item.

End Select last item.

[A - Z] Select an item matching the first letter of an option in the list.

## Tree

Num \* Display all sub-items under the selected item.

Num + Display the sub-items directly under the selected item.

Num - Collapse the items directly under the selected item group.

Left arrow Collapse the current selected level (if expanded) and move focus to the previous level.

Right arrow Display the sub-items directly under the selected item (if collapsed).

Shift + Up arrow or Shift + Down arrow Scroll the view without changing the selection.

## Window

Tab Move to the next option or option group.

Shift + Tab Move to the previous option or option group.

Ctrl + Left click Open worksheet or form in a new tab.

Ctrl + Tab Switch to the next tab when multiple tabs are open.

Ctrl + Shift + Tab Switch to the previous tab in a window.

Arrow keys Move between options in an open list or between options in a group of options.

Space Perform the action assigned to the selected button; select or clear the check box.

F4 Open a selected list.

Alt + Up arrow Close a selected list.

F5 Refresh the Return Manager grid.

F6 Move between panes.

[A - Z] (first letter of an option in a list)  
Select an option from a list.

## Editing forms, worksheets and grids

Alt + + Add another item to a grid or detail worksheet.

End Move to the end of the entry.

Home Move to the beginning of the entry.

Left arrow / Right arrow Move one character to the left or right.

Ctrl + Alt + V Paste data from the Clipboard into a grid.

Ctrl + Left arrow Move left one word.

Ctrl + Right arrow	Move right one word.
Ctrl + Shift + Left arrow	Select or unselect one word to the left.
Ctrl + Shift + Right arrow	Select or unselect one word to the right.
Ctrl + L	Display the list in an amount or grid field.
Ctrl + T	Insert or delete a tick mark in the selected field.
F2	Display worksheet instructions.
F3	Display form instructions.
F4	Look up a value for the selected field.
F9	Move to the next form or worksheet.
F10	Move to the previous form or worksheet.
Shift + Left arrow	Select or unselect one character to the left.
Shift + Right arrow	Select or unselect one character to the right.
Shift + End	Select from the insertion point to the end of the entry.
Shift + Home	Select from the insertion point to the beginning of the entry.

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*More information: [defkey.com/cch-axcess-tax-shortcuts](http://defkey.com/cch-axcess-tax-shortcuts)*