B Banana Accounting (Windows) cheat sheet

General

Shift + F9	Perform global recheck
F6	This key executes different functions depending on the column the user is working on. The functions are explained in the information window
Alt + Left click	Display the Extract rows table or the Account card table when clicking on an account number
.	On a date column insert the current date

Editing Keys

Enter or Tab	Confirming keyed-in text and advance one cell
Alt + Enter	Confirming keyed-in text and advance one row
Shift + Tab	Confirming keyed-in text and return to previous cell
F2	Edit content of cell
Double click	Edit content of cell. Under the program options you can select to edit content of cell with a single click
Backspace or Space	Delete content of current cell and edit the content
Backspace	Delete preceding character
Del	Delete subsequent characters
Ctrl + C	Copy selected text or cells
Ctrl + V	Paste copied text or cells
Del	Delete content of selection
F4	Copy previous cell from same column
Shift + F4	Copy previous cell from same column and advance one cell
Ctrl + Shift + C	Copy selected rows
Ctrl + Shift + V	Insert copied rows
Ctrl + -	Delete selected rows
Ctrl + D	Duplicate selected rows
Ctrl + +	Insert rows before position of cursor
Ctrl + Enter	Add one row below position of cursor

Movement

Left arrow	Scroll towards left
Right arrow	Scroll towards right
Up arrow	Scroll up
Down arrow	Scroll down
Page Up	Scroll up one screen page
Page Down	Scroll down one screen page
Home	Scroll to beginning of row
End	Scroll to end of row
Ctrl + Home	Scroll to top-left angle of table
Ctrl + End	Scroll to bottom-right angle of table
Ctrl + Left arrow	Moves towards left to the edge of the current data region
Ctrl + Right arrow	Moves towards right to the edge of the current data region
Alt + Up arrow	Move rows up
Alt + Down arrow	Move rows down
Ctrl + Up arrow	Moves up to the edge of the current data region
Ctrl + Down arrow	Moves down to the edge of the current data region
Alt + Page Down	Next view
Alt + Page Up	Previous view
Ctrl + Page Down	Next table
Ctrl + Page Up	Previous table
Ctrl + Tab	Next window
Ctrl + Shift + Tab	Previous window
F5	Scroll to desired row by keying in row number in active window
Shift + F5	Go to original row
Selection	Keys Description
Shift + Page Up	Select column moving upwards, page by page
Shift + Page Down	Select column moving downwards, page by page
Shift + Left arrow	Select row to left
Shift + Right arrow	Select row to right
Shift + Up arrow	Select upper column

Shift + Down arrow	Select lower column
Shift + Home	Select back to start of row
Shift + End	Select forward to end of row
Ctrl + Shift + Home	Select back to top of table
Ctrl + Shift + End	Select forward to end of table
Ctrl + A	Select entire table

Other

Ctrl + F4	Close active window
Ctrl + N	New file
Ctrl + S	Save
Ctrl + O	Open
Ctrl + P	Print
Esc	Cancel operation
Ctrl + Z	Undo operation
Ctrl + Y	Redo operation
Ctrl + F	Find
F3	Find next
Ctrl + B	Bold text
Ctrl + I	Italic text
F1	View help

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More information: *defkey.com/it/banana-accounting-windows-shortcuts*

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