



Sage 50 cheat sheet

Ctrl shortcuts

Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + E	Delete record
Ctrl + F	Find
Ctrl + D	Find next
Ctrl + N	New company
Ctrl + O	Open company
Ctrl + B	Back up company
Ctrl + R	Restore company
Ctrl + P	Print displayed report, Invoices, Quotes, Payments, and so on

Function keys

F1	Display online Help topic for the current window
Shift + F1	Change mouse pointer to What's This Help selector
F3	Find transactions
F5	Save records and posts (or saves) transactions in certain windows
F7	Check spelling
F10	Toggle between the open window and menu bar
Ctrl + F4	Close the current document window
Alt + F4	Close the application window
Ctrl + F6	Move to next window
Shift + Ctrl + F6	Move to the previous window

Source: Sage

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More information: defkey.com/sage-50-shortcuts

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