



QuickBooks Desktop (Mac) cheat sheet

General

| | |
|----------------------|-------------------------------|
| Cmd + , | QuickBooks > Preferences |
| Cmd + H | QuickBooks > Hide QuickBooks |
| Option + Cmd + H | QuickBooks > Hide Others |
| Cmd + Q | QuickBooks > Quit QuickBooks |
| Option + Cmd + N | File > New Company |
| Cmd + O | File > Open Company |
| Option + Cmd + W | File > Close Company |
| Cmd + W | File > Close Window |
| Cmd + P | File > Print |
| Cmd + M | Windows > Minimize |
| Cmd + ? | Help > QuickBooks Help |
| Control + Left click | Display Contextual menu |
| Cmd + 1 | Display Product and File info |

Editing

| | |
|------------------|---|
| Cmd + Z | Edit > Undo |
| Cmd + X | Edit > Cut |
| Cmd + C | Edit > Copy |
| Cmd + V | Edit > Paste |
| Cmd + Y | Edit > Insert Line |
| Cmd + B | Edit > Delete Line |
| Cmd + E | Edit > Edit |
| Cmd + N | Edit > N |
| Cmd + D | Edit > Delete |
| Cmd + + | Edit > Memorize |
| Cmd + U | Edit > Transaction History |
| Option + Cmd + C | Edit > Copy Transaction |
| Cmd + G | Edit > Go To Transfer |
| Cmd + L | Edit > Show List |
| Cmd + R | Edit > Use Register |
| Cmd + F | Edit > Find |
| Del | Delete the character to the left of the insertion point |

Activities

| | |
|----------------|-----------------------------|
| Page Down | Down one screen |
| Page Up | Up one screen |
| Command + Page | First item on list or first |

| | |
|---------------------|---|
| Up | transaction of a month in register |
| Command + Page Down | Last item on list or first transaction of a month in register |
| Cmd + Home | First transaction in register |
| Cmd + End | Last transaction in register |
| Shift + Left click | (click the close box) Close all windows in QuickBooks |
| Tab | Next field |
| Shift + Tab | Previous field |
| Right arrow | Report column to the right |
| Left arrow | Report column to the left |
| Down arrow | Report row below or line below in form detail area |
| Up arrow | Report row above or line above in form detail area |

Dates

| | |
|---|------------------------|
| + | Next day |
| - | Previous day |
| T | Today |
| W | First day of the week |
| K | Last day of the week |
| M | First day of the month |
| H | Last day of the month |
| Y | First day of the year |
| R | Last day of the year |

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More information: defkey.com/uk/quickbooks-desktop-mac-shortcuts

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