

# Workpapers CS cheat sheet

## Accessing help

Ctrl + Y	Open Help & How-To Center
F1 or Ctrl + F1	View help for current screen or dialog
Ctrl + P	Print the help topic currently open in your browser

## Navigating and special functions

Alt + F1	Toggle to hide or unhide the Navigation frame
Ctrl + G	Open the Actions > View Account Activity dialog
Ctrl + I	Calculate the net income or loss and display the results in the View Net Income/Loss dialog
Left arrow	Within a field, move one character to the left
Left arrow	Within a grid, move one cell to the left
Right arrow	Within a field, move one character to the right
Right arrow	Within a grid, move one cell to the right
Up arrow	Within a date field, increment the date by one day
Up arrow	Within a grid, move up one row
Down arrow	Within a date field, decrement the date by one day
Down arrow	Within a grid, move down one row
Ctrl + Left arrow	Move to beginning of field
Ctrl + Right arrow	Move to end of field
Ctrl + +	Within a date field, increment the date by one day
Ctrl + -	Within a date field, decrement the date by one day
Page Up	Within a grid, move to the first row
Page Up	Within a setup screen or the Enter Transactions screen, save the current record, remain in Edit mode, and move up one record
Page Down	Within a grid, move to the last

row

Page Down	Within a setup screen or the Enter Transactions screen, save the current record, remain in Edit mode, and move down one record (or, if in Add mode, open a new record)
Tab	Move to the next field in the screen
Shift + Tab	Move to the previous field in the screen
Ctrl + Tab	Move to the next tab within a tabbed view
Ctrl + Shift + Tab	Move to the previous tab within a tabbed view
F2	When navigating and editing content in a grid, toggle between Navigation mode (to move between fields in the grid) and Cell Edit mode (to place the cursor at the end of the text within a cell)
F4	Open a calendar in a date field, open a calculator in an amount field, or open a drop-down list in a selected field
Alt + N	Save changes for the current item in the active screen.
Alt + F4	Exit the application

## Analyze Client Activity views

(Only accessible from client-specific screens.)

Ctrl + T	Open the Trial Balance view
Ctrl + L	Open the General Ledger view
Ctrl + K	Open the Financial Statement Worksheet view

## Editing

Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Del	Delete selected item
Ctrl + Z	Undo last change

## Report Designer or Layout Designer

Ctrl + O	Open a report or layout
Ctrl + S	Save a report or layout
Ctrl + A	Select all objects in a report or layout
Ctrl + P	Open the File > Print > Options dialog
Ctrl + 1	Open the Format > Cells dialog (Report Designer)
Ctrl + L	Rotate selected object left (Layout Designer)
Ctrl + R	Rotate selected object right (Layout Designer)
Ctrl + Shift + G	Group selected objects (Layout Designer)
Ctrl + Shift + U	Ungroup selected objects (Layout Designer)
Ctrl + Shift + F	Bring selected object to front (Layout Designer)
Ctrl + Shift + B	Send selected object to back (Layout Designer)
Left arrow	Move one cell to left (Report Designer); move selected object to left (Layout Designer)
Right arrow	Move one cell to right (Report Designer); move selected object to right (Layout Designer)
Up arrow	Move up a row (Report Designer); move selected object up (Layout Designer)
Down arrow	Move down a row (Report Designer); move selected object down (Layout Designer)
Home	Move cursor focus to the top-left cell of the selected region (Report Designer)

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More information: [defkey.com/workpapers-cs-shortcuts](https://defkey.com/workpapers-cs-shortcuts)

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