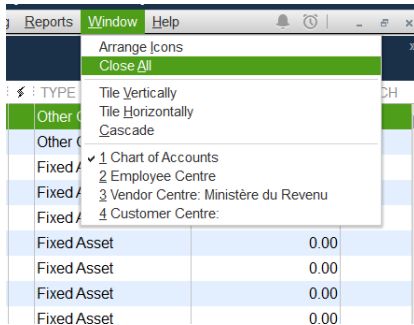


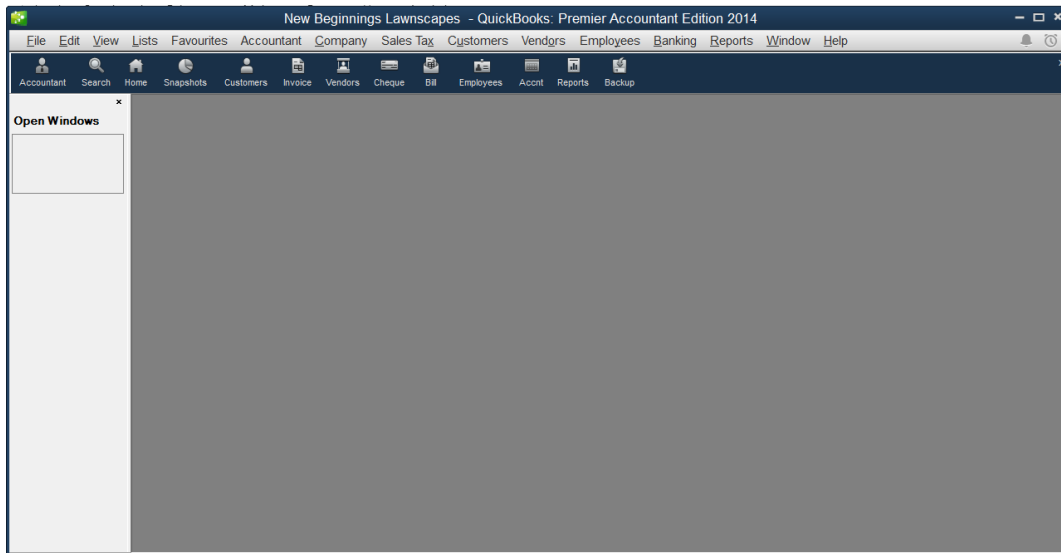
CLOSING ALL WINDOWS

QuickBooks operates efficiently when inactive windows are kept closed. Closing all windows is also a good idea before you close a company file.

ACTION: Click on the “Window” menu at the top of the desktop. Click on “Close All”.



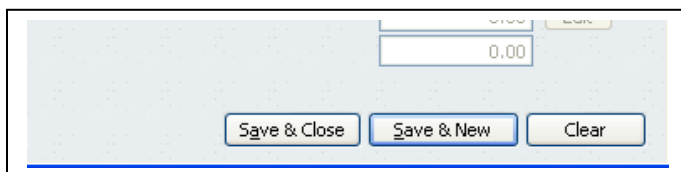
With all windows closed, the user is back to the basic QuickBooks desktop



“ALT” KEY

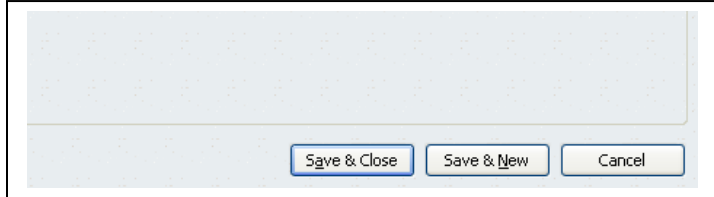
Many activities have commands, buttons or prompts that include an underlined letter. This is a cue to the user that the “ALT” key can be used in combination with the underlined letter.

For example, when performing data entry, the user will often be provided with these three options. Notice in this screenshot that two options have an underlined letter.



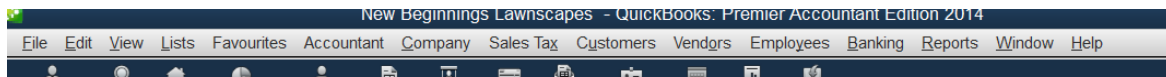
SAMPLE COMPANY, NEW COMPANY, RESTORE A BACKUP, LEARNING THE DESKTOP C3

In the example shown below, holding the “ALT” key on your keyboard and pressing the letter “a” at the same time will cause the transaction to be saved and the window to close. Holding the “ALT” key and pressing the letter “s” will cause the transaction to be saved and a new (blank) transaction of that same type to be provided

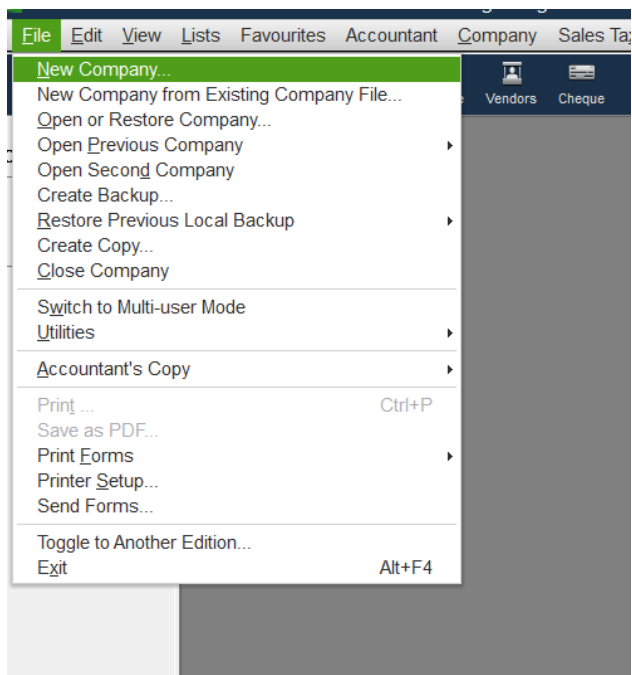


The QuickBooks menus at the top of the QuickBooks desktop have their own relevance to the “ALT” key. Look carefully at the menus at the top of your QuickBooks desktop. Notice that the “F” is underlined in the word “File”. The letter “E” is underlined in the word “Edit”. By holding the “ALT” key and another key on your keyboard, the appropriate menu will display for you.

From the QuickBooks desktop, press and HOLD the “ALT” key on your keyboard. At the time, press the “F” key once on your keyboard. Let go of the keys on your keyboard

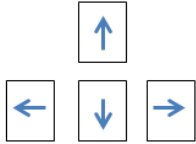


Once we have opened a menu on the menu bar, we can look for more underlined letters. Notice that in this screenshot the “New Company” menu item has an underlined letter. So does “Open or Restore Company”, “Open Previous Company”, “Restore Previous Local Backup” and other selections. Once a menu is open on the QuickBooks desktop, we only need to press the letter on our keyboard that corresponds with the desired menu item (the “ALT” key is not used within a menu)

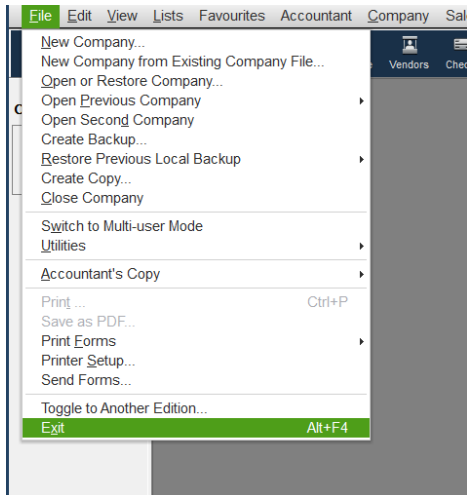


SAMPLE COMPANY, NEW COMPANY, RESTORE A BACKUP, LEARNING THE DESKTOP C3

Alternatively, we can use the arrow keys on our keyboard to select a menu item. Once we have chosen the appropriate menu item press the “ENTER” key on your keyboard



In this screenshot the user has scrolled down to “Exit”. If the user clicks on “Exit” with their mouse or presses the “ENTER” key, the computer will close QuickBooks



To clear the menu selection press the “Esc” key on your keyboard.

NOTE: Using the “ALT” key in combination with other keys on your keyboard can reduce the risk of tendonitis and carpal tunnel in your wrists, arms and shoulder. Computer keyboarding takes its toll on your body. Be careful!

KEYBOARD SHORTCUTS

When working in activity windows, there are some mouse and keyboard shortcuts you can use:

TO DO THIS	Mouse or keystroke	TO DO THIS	Mouse or keystroke
Move forward to the next cell in a window	Tab	Move cursor one line down or one cell down	↓ arrow
Move backward to the previous cell in a window	Shift-Tab	Move cursor one word to right in typewritten text	CTRL + →
Move cursor to end of line	End	Move cursor one word to left in typewritten text	CTRL + ←

TO DO THIS	Mouse or keystroke	TO DO THIS	Mouse or keystroke
Move cursor to start of line	Home	First line in a list	CTRL + PAGE UP
Move cursor one character to right	→ arrow	Last line in a list	CTRL + PAGE DOWN
Move cursor one character to left	← arrow	Move down one screen in a window	PAGE DOWN
Move cursor one line up or one cell up	↑ arrow	Move up one screen in a window	PAGE UP

TO DO THIS	Mouse or keystroke	TO DO THIS	Mouse or keystroke
Help	F1	Delete character to the right	DEL
Close pop-up or window	ESC OR Click on "X" at top right	Delete character to left	Backspace
Cancel	ESC	Delete entire line	CTRL + DEL
Insert one blank line	CTRL + Insert	Delete character to right	DEL

TO DO THIS	Mouse or keystroke	TO DO THIS	Mouse or keystroke
Hilite contents of one cell	move to previous cell & press Tab key OR move to next cell & press Shift + Tab	Increase date in date cell by one day	(ensure date is hilited) press +
Hilite one line of text	place mouse on line of text & double-click	Decrease date in date cell by one day	(ensure date is hilited) press -
Copy contents of cell or line of text	hilite cell contents or line of text & press CTRL + C (see "Paste")	Use today's date in date cell	
Paste	CTRL + V	Change date in date cell to first day in week	W

TO DO THIS	Mouse or keystroke	TO DO THIS	Mouse or keystroke
Cut contents of cell or line of text	hilite cell contents or line of text & press CTRL + X (see "Paste")	Change date in date cell to last day in week	K
Delete contents of cell or line of text	hilite cell contents or line of text & press Delete	Change date in date cell to first day in month	M
Record transaction shown on screen	Enter OR CTRL + Enter	Change date in date cell to last day in month	H