



Accounting CS Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	Cut	Ctrl + X	Most used Accounting CS Shortcuts
2	Copy	Ctrl + C	Most used Accounting CS Shortcuts
3	Paste	Ctrl + V	Most used Accounting CS Shortcuts
4	Delete selected item	Delete	Most used Accounting CS Shortcuts
5	Delete pages	Ctrl + Shift + D	Most used Accounting CS Shortcuts
6	Undo last change	Ctrl + Z	Most used Accounting CS Shortcuts
7	Save the document	Ctrl + S	Most used Accounting CS Shortcuts
8	Save as	Ctrl + Shift + S	Most used Accounting CS Shortcuts
9	Open the Print dialog	Ctrl + P	Most used Accounting CS Shortcuts
10	Redo	Ctrl + Y	Most used Accounting CS Shortcuts
11	Rotate pages	Ctrl + Shift + R	Most used Accounting CS Shortcuts
12	Actual size	Ctrl + 0	Most used Accounting CS Shortcuts
13	Zoom In	Ctrl + +	Most used Accounting CS Shortcuts
14	Zoom Out	Ctrl + -	Most used Accounting CS Shortcuts
15	Rotate Clockwise	Ctrl + Shift + +	Most used Accounting CS Shortcuts
16	Rotate Counterclockwise	Ctrl + Shift + -	Most used Accounting CS Shortcuts
17	Zoom To	Ctrl + Shift + M	Most used Accounting CS Shortcuts
18	Open the Help and How-To Center	F1	Most used Accounting CS Shortcuts
19	Toggle to hide or unhide toolbars that are currently displayed in the editor	F8	Toggle to Frames in the View Shortcuts
20	Toggle to hide or unhide the command menu bar	F9	Toggle to Frames in the View Shortcuts
21	Toggle to hide or unhide toolbars that are currently displayed in the PDF editor	F11	Toggle to Frames in the View Shortcuts
22	Toggle to hide or unhide the Bookmarks frame	Ctrl + B	Toggle to Frames in the View Shortcuts
23	Toggle to hide or unhide the Properties toolbar	Ctrl + E	Toggle to Frames in the View Shortcuts
24	Toggle to hide or unhide the Search PDF frame	Ctrl + Shift + F	Toggle to Frames in the View Shortcuts
25	Toggle to hide or unhide the Fields frame	Ctrl + I	Toggle to Frames in the View Shortcuts
26	Toggle to hide or unhide the Layers frame	Ctrl + L	Toggle to Frames in the View Shortcuts
27	Toggle to hide or unhide the Comments frame	Ctrl + M	Toggle to Frames in the View Shortcuts
28	Toggle to hide or unhide the Pages frame	Ctrl + T	Toggle to Frames in the View Shortcuts
29	Fit page	Ctrl + 1	Navigating and Special Functions Shortcuts
30	Fit width	Ctrl + 2	Navigating and Special Functions Shortcuts
31	Document Properties	Ctrl + D	Navigating and Special Functions Shortcuts
32	Find	Ctrl + F	Navigating and Special Functions Shortcuts
33	Moves back through previous views	Alt + Left Arrow key	Navigating and Special Functions Shortcuts
34	Moves forward through previous views	Alt + Right Arrow key	Navigating and Special Functions Shortcuts
35	Display the last page in the document	End	Navigating and Special Functions Shortcuts
36	Display the next page	Left Arrow key	Navigating and Special Functions Shortcuts
37	Display the previous page	Right Arrow key	Navigating and Special Functions Shortcuts
38	Go to page	Ctrl + Shift + N	Navigating and Special Functions Shortcuts
39	Crop pages	Ctrl + Shift + T	Navigating and Special Functions Shortcuts
40	Find the next instance of the current search word	F3	Navigating and Special Functions Shortcuts
41	Find the previous instance of the current search word	Shift + F3	Navigating and Special Functions Shortcuts
42	Return to the first page in the document	Home	Navigating and Special Functions Shortcuts
43	Prompts you to save changes	Ctrl + W	Navigating and Special Functions Shortcuts

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