



## CCH Access Tax Shortcuts for Windows

| No. | Action   | Windows Shortcuts              | Section                            |
|-----|--|--------------------------------|------------------------------------|
| 1   | Show/hide application KeyTips  | Alt                            | Most used CCH Access Tax Shortcuts |
| 2   | Close Return Manager or Tax  | Alt + F4                       | Most used CCH Access Tax Shortcuts |
| 3   | Select all items in a list, field, or grid   | Ctrl + A                       | Most used CCH Access Tax Shortcuts |
| 4   | Copy the selected item   | Ctrl + C                       | Most used CCH Access Tax Shortcuts |
| 5   | Open the Find window   | Ctrl + F                       | Most used CCH Access Tax Shortcuts |
| 6   | Open Dashboard   | Ctrl + M                       | Most used CCH Access Tax Shortcuts |
| 7   | Create a return  | Ctrl + N                       | Most used CCH Access Tax Shortcuts |
| 8   | Open the selected return   | Ctrl + O                       | Most used CCH Access Tax Shortcuts |
| 9   | Open the Print window  | Ctrl + P                       | Most used CCH Access Tax Shortcuts |
| 10  | Calculate and recalculate the return   | Ctrl + R                       | Most used CCH Access Tax Shortcuts |
| 11  | Save changes to the return   | Ctrl + S                       | Most used CCH Access Tax Shortcuts |
| 12  | Paste an item from the Clipboard   | Ctrl + V                       | Most used CCH Access Tax Shortcuts |
| 13  | Cut the selected item  | Ctrl + X                       | Most used CCH Access Tax Shortcuts |
| 14  | Redo an action   | Ctrl + Y                       | Most used CCH Access Tax Shortcuts |
| 15  | Undo an action   | Ctrl + Z                       | Most used CCH Access Tax Shortcuts |
| 16  | Display Help for a field or window   | F1                             | Most used CCH Access Tax Shortcuts |
| 17  | Display Help for a worksheet   | F2                             | Most used CCH Access Tax Shortcuts |
| 18  | Display government form instructions   | F3                             | Most used CCH Access Tax Shortcuts |
| 19  | Display all sub-items under the selected item  | *                              | Tree Shortcuts                     |
| 20  | Display the sub-items directly under the selected item                                 | +                              | Tree Shortcuts                     |
| 21  | Collapse the items directly under the selected item group                              | -                              | Tree Shortcuts                     |
| 22  | Collapse the current selected level (if expanded) and move focus to the previous level | Left Arrow key                 | Tree Shortcuts                     |
| 23  | Display the sub-items directly under the selected item (if collapsed)                  | Right Arrow key                | Tree Shortcuts                     |
| 24  | Scroll the view without changing the selection   | Shift + Up & Down Arrow key    | Tree Shortcuts                     |
| 25  | Move to the next option or option group  | Tab                            | Window Shortcuts                   |
| 26  | Move to the previous option or option group  | Shift + Tab                    | Window Shortcuts                   |
| 27  | Open worksheet or form in a new tab  | Ctrl + Left Mouse Click        | Window Shortcuts                   |
| 28  | Switch to the next tab when multiple tabs are open                                     | Ctrl + Tab                     | Window Shortcuts                   |
| 29  | Switch to the previous tab in a window   | Ctrl + Shift + Tab             | Window Shortcuts                   |
| 30  | Move between options in an open list or between options in a group of options          | Arrow keys                     | Window Shortcuts                   |
| 31  | Perform the action assigned to the selected button; select or clear the check box      | Spacebar                       | Window Shortcuts                   |
| 32  | Open a selected list   | Alt + Down Arrow key           | Window Shortcuts                   |
| 33  | Close a selected list  | Alt + Up Arrow key             | Window Shortcuts                   |
| 34  | Refresh the Return Manager grid  | F5                             | Window Shortcuts                   |
| 35  | Move between panes   | F6                             | Window Shortcuts                   |
| 36  | Select an option from a list   | A-Z                            | Window Shortcuts                   |
| 37  | Select first item  | Home                           | List Shortcuts                     |
| 38  | Select last item   | End                            | List Shortcuts                     |
| 39  | Select an item matching the first letter of an option in the list                      | A-Z                            | List Shortcuts                     |
| 40  | Add another item to a grid or detail worksheet   | Alt + +                        | Other CCH Access Tax Shortcuts     |
| 41  | Move to the end of the entry   | End                            | Other CCH Access Tax Shortcuts     |
| 42  | Move to the beginning of the entry   | Home                           | Other CCH Access Tax Shortcuts     |
| 43  | Move one character to the left   | Left Arrow key                 | Other CCH Access Tax Shortcuts     |
| 44  | Move one character to the right  | Right Arrow key                | Other CCH Access Tax Shortcuts     |
| 45  | Paste data from the Clipboard into a grid  | Ctrl + Alt + V                 | Other CCH Access Tax Shortcuts     |
| 46  | Move left one word   | Ctrl + Left Arrow key          | Other CCH Access Tax Shortcuts     |
| 47  | Move right one word  | Ctrl + Right Arrow key         | Other CCH Access Tax Shortcuts     |
| 48  | Select or unselect one word to the left  | Ctrl + Shift + Left Arrow key  | Other CCH Access Tax Shortcuts     |
| 49  | Select or unselect one word to the right   | Ctrl + Shift + Right Arrow key | Other CCH Access Tax Shortcuts     |
| 50  | Display the list in an amount or grid field  | Ctrl + L                       | Other CCH Access Tax Shortcuts     |
| 51  | Insert or delete a tick mark in the selected field                                     | Ctrl + T                       | Other CCH Access Tax Shortcuts     |
| 52  | Display worksheet instructions   | F2                             | Other CCH Access Tax Shortcuts     |
| 53  | Display form instructions  | F3                             | Other CCH Access Tax Shortcuts     |
| 54  | Look up a value for the selected field   | F4                             | Other CCH Access Tax Shortcuts     |
| 55  | Move to the next form or worksheet   | F9                             | Other CCH Access Tax Shortcuts     |
| 56  | Move to the previous form or worksheet   | F10                            | Other CCH Access Tax Shortcuts     |
| 57  | Select or unselect one character to the left   | Shift + Left Arrow key         | Other CCH Access Tax Shortcuts     |
| 58  | Select or unselect one character to the right  | Shift + Right Arrow key        | Other CCH Access Tax Shortcuts     |
| 59  | Select from the insertion point to the end of the entry                                | Shift + End                    | Other CCH Access Tax Shortcuts     |
| 60  | Select from the insertion point to the beginning of the entry                          | Shift + Home                   | Other CCH Access Tax Shortcuts     |

learn more keyboard Shortcuts at <https://tutorialtactic.com/>