



Ynab Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	Undo	Ctrl + Z	Mot used Ynab Shortcuts
2	Redo	Ctrl + Y	Mot used Ynab Shortcuts
3	Select all text in the active field	Ctrl + A	Mot used Ynab Shortcuts
4	Copy selected text	Ctrl + C	Mot used Ynab Shortcuts
5	Cut selected text	Ctrl + X	Mot used Ynab Shortcuts
6	Paste from the clipboard into the selected cell	Ctrl + V	Mot used Ynab Shortcuts
7	Commit	Enter	Mot used Ynab Shortcuts
8	Cancel	Esc	Mot used Ynab Shortcuts
9	Move to the next field or button	Tab	Mot used Ynab Shortcuts
10	Move to the previous budget cell	Up Arrow key	Budget Shortcuts
11	Move to the next budget cell	Down Arrow key	Budget Shortcuts
12	Select multiple categories	Shift + Up & Down Arrow key	Budget Shortcuts
13	Collapse category group	Ctrl + Up Arrow key	Budget Shortcuts
14	Expand category group	Ctrl + Down Arrow key	Budget Shortcuts
15	Move focus down to the next budget cell	Tab	Budget Shortcuts
16	Move focus up to the next budget cell	Shift + Tab	Budget Shortcuts
17	Commit selected category budget value	Enter	Budget Shortcuts
18	Navigate the date picker	Arrow keys	Date Picker Shortcuts
19	Move the date one day forward	+	Date Picker Shortcuts
20	Move the date one day back	-	Date Picker Shortcuts
21	Select today	T	Date Picker Shortcuts
22	Select first day of month	M	Date Picker Shortcuts
23	Select last day of month	Shift + M	Date Picker Shortcuts
24	Select first day of year	Y	Date Picker Shortcuts
25	Select last day of year	R	Date Picker Shortcuts
26	Select all transactions	Ctrl + A	Account Shortcuts
27	Select a group of transactions	Shift + Left Mouse Click	Account Shortcuts
28	Select multiple transactions	Ctrl + Left Mouse Click	Account Shortcuts
29	Toggle cleared status of selected transactions	C	Account Shortcuts
30	Move the selection up to the next transaction	Up Arrow key	Account Shortcuts
31	Move the selection down to the next transaction	Down Arrow key	Account Shortcuts
32	Add new transaction	Ctrl + Shift + N	Account Shortcuts

[learn more keyboard Shortcuts at https://tutorialtactic.com/](https://tutorialtactic.com/)