





A woman with long brown hair, wearing a white button-down shirt, is looking down at a laptop. The laptop is placed on a red, tufted stool. The background is a plain, light-colored wall. The overall scene is brightly lit and professional.

Alphatax
quick reference



tax computer systems

Keyboard shortcuts and mouse actions



GENERAL

ACTION	KEYBOARD	MOUSE
Load previous/following statement	ALT PGUP/ALT PGDN keys	click on statement title
Switch between panes	Tab key	click on pane
Close company document	CTRL F4 keys	click  on menu bar
Exit software	ALT F4 keys	click  on title bar
Block fields to be moved/copied	SHIFT ←→ ↑↓, keys	click and drag over required fields
Zoom in on a Print Preview	+ key	click the  icon
Zoom out on a Print Preview	- key	click the  icon

CONTENTS LIST

ACTION	KEYBOARD	MOUSE
Select title	↑↓ keys	click on title
Expand list by one level	+ (plus) key or →key	click  icon
Fully expand list	* (asterisk) key	right mouse click
Collapse list	- (minus) key or ←key	click  icon
Work on selected statement	↑↓ keys	double-click statement title

INPUT STATEMENTS

ACTION	KEYBOARD	MOUSE
Edit previous input	F2 key	click in Input bar
Delete previous input	DEL key or CTRL DEL keys	
Retrieve named cell	F3	right mouse click
Access Accessory statement	F8	click  icon if blank or  if already filled

ITEMS/ITEM ROWS

ACTION	KEYBOARD	MOUSE
Insert new Item/Item Row	INS key	right mouse click
Delete Item/Item Row	CTRL DEL keys	right mouse click
Reorder Items/Item Row	ALT ↑↓ keys	drag title
Edit Item title	F2 key	right mouse click

STATEMENTS

ACTION	KEYBOARD	MOUSE
Insert Freeformat	ALT INS keys	right mouse click
Delete Freeformat	DEL key	right mouse click
Reorder Freeformats within same branch	ALT ↑↓ keys	drag title
Reorder Freeformats in different branch		CTRL and drag title
Edit Freeformat title	F2 key	right mouse click
Move cursor to next field	Cursor direction keys	click required field
Edit previous input	F2 key	
Delete previous input	DEL key	
Insert new row/column	INS key	right mouse click
Delete row/column	CTRL DEL keys	right mouse click
Recalculate statement	F9 key	
Retrieve named cell	F3	right mouse click

ADMINISTRATION SUMMARY/CCM WINDOW

ACTION	KEYBOARD	MOUSE
Create a new Administration summary (Professional only)	ALT F N A	
Open an existing Administration summary (Professional only)	CTRL O keys	click the Open button
Save the Administration summary (Professional only)	CTRL S keys	click the Save button
Access the Configuration dialog	ALT A A (Prof), ALT V C (Ent)	click the Config button
Access the Selective Display dialog	ALT A S (Prof), ALT V S (Ent)	click the Selective Display button
Refresh the display	F5 key	click the Refresh button
Clear the status of all company files (Professional only)	ALT A L	click the Clear Status button
Help	F1 key	click the Help button

COMPANY DOCUMENT

Create a new company CTRL N	Open a company CTRL O (Professional only)	Save the company document CTRL S	Print the computation CTRL P
Toggle between Input/Report mode F7	Switch to Claims & elections mode ALT F7	Mark Claims & elections as reviewed	Switch to Compliance progress mode ALT V P
Cut fields into the clipboard CTRL X	Copy fields into the clipboard CTRL C	Paste clipboard into field CTRL V	Reverse the previous action CTRL Z
Browse previous statement CTRL ← keys	Browse next statement CTRL → keys	Find text/formulae CTRL F	Find next occurrence of text/formulae ALT F3
Go to link locations CTRL G	Check spelling	Help F1	Auto sum ALT =
Underlines ALT SHIFT -	Negate entry	Bold CTRL B	Italics CTRL I
Underline CTRL U	Subscript CTRL T	Left align CTRL L	Centre CTRL E
Right align CTRL R	Switch to Admin summary/CCM window	Open the Footnotes pane	Open the Review notes dialog

ADMINISTRATION SUMMARY/COMPLIANCE CYCLE MANAGEMENT (CCM) WINDOW

Create a new company CTRL N	Open an existing Admin summary CTRL O (Professional only)	Save the Admin summary CTRL S (Professional only)	Display configuration dialog
Display selective display dialog	Refresh the Admin summary/CCM window F5	Clear company status (Professional only)	Display/hide groups from Group Function (Enterprise only)
Find text CTRL F (Enterprise only)	Find next occurrence of text ALT F3 (Enterprise only)	Help F1	