

Using the CTRL key as a shortcut to categories

Notice that there is an underlined letter in each category title (see Figure 1). You can use the CTRL key and the corresponding underlined letter to go directly from one category to another without using your mouse. For example, if you want to go to the *Expenses* category, press and hold the **CTRL** key, and then press **X**.

Note: You must have a category selected in order to proceed from one category to another.

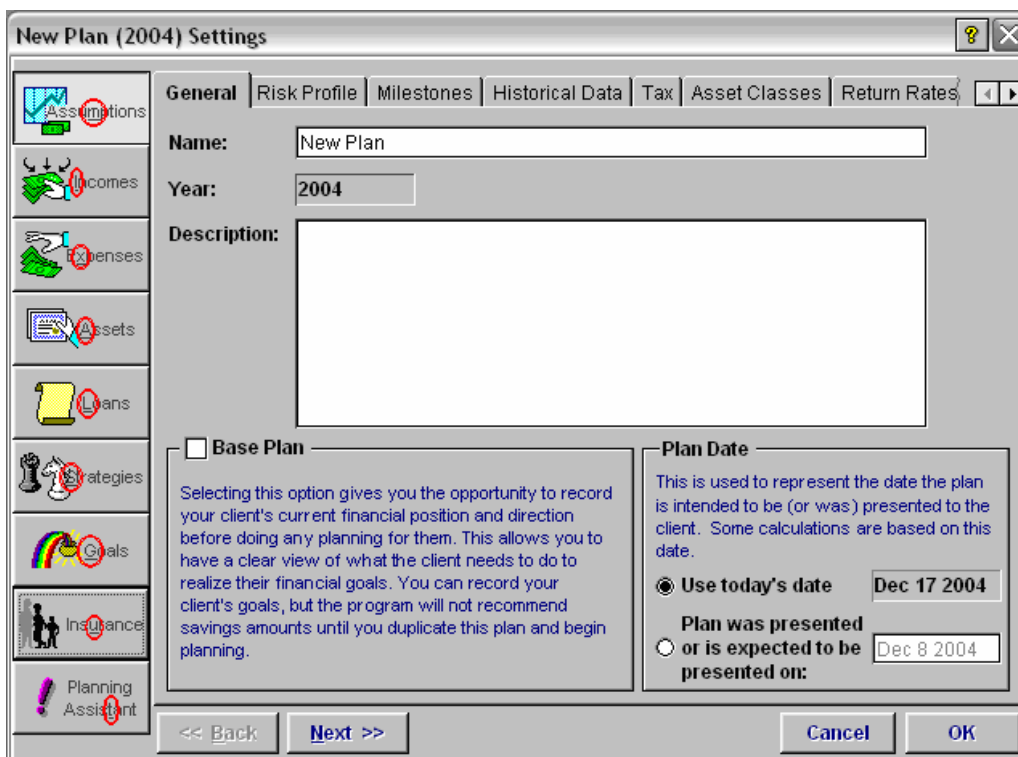


Figure 1