

## 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 letter to go directly from one category to another without using your mouse. For example, if you want to go to the *Expenses* category, hold down the **CTRL** key, and then press **X**.

Note: You must have a category selected to move from one category to another.

