

Keyboard Shortcuts in the Business Tax Portal

Shortcut Keys

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Certain shortcut key combinations may be dependent on the browser you are using. However, the following shortcut keys should be applicable across most browsers. Note that, while all of these shortcut keys work in the system, some may also work in other applications.

Shortcut	Action
Tab key	Move the cursor to the next element (hyperlink, button, field, etc.) on the window.
Shift + Tab	Move the cursor to the previous field on the window.
Alt + Up Arrow	Return to the New Manager window if you are in a different manager or on a different window.
Alt + Down Arrow	Access the sidebar. From there, you can navigate through the items you have open using the up and down arrows on your keyboard. This shortcut will also display the sidebar if it is unpinned.
Alt + [letter] key	When a button's label includes an underlined letter (for example, <u>S</u> ave), you can use that letter as a keyboard shortcut for the button. Press the Alt key and the underlined letter to perform the action indicated on the button. In this example, clicking Alt + S triggers the Save button.
Ctrl + Z	If you delete or change the contents of a field by accident, you can press these two keys simultaneously to undo the deletion or change and restore the original text.
Ctrl + Y	If you used the Ctrl + Z shortcut to undo a change that you made to the contents of a field, you can press these two keys simultaneously to redo that change.
Ctrl + +	In most browsers, this key combination allows you to zoom in (make the text and images larger).
Ctrl + -	In most browsers, this key combination allows you to zoom out (make the text and images smaller).
Ctrl + 0	In most browsers, if you have zoomed in or out, you can press these keys simultaneously to return to 100% zoom.
Ctrl + scroll wheel	In most browsers, you can hold the Ctrl key on your keyboard while using your mouse's scroll wheel (if available) to quickly zoom in or out.
Ctrl + click	While viewing a list, click and hold the Ctrl key on your keyboard then click anywhere on the list (not directly on a hyperlink) to view the menu for that list. Any buttons at the top of the list are also included in the menu, within the Actions section. You can also use this shortcut key on a hyperlink to use your browser to view two windows at once .
Ctrl + Tab	In most browsers, you can hold the Ctrl key on your keyboard and then click the Tab key to switch between tabs that you have open in your Internet browser.
Ctrl + F4	In most browsers, you can press these two keys simultaneously to close the current Internet browser tab that you are viewing.
F2	If you click into a drop-down field, you can press F2 to open the menu. Alternatively, you can press the down arrow on your keyboard to open the menu.
F9	If a document field is in error, you may be able to press F9 to run configured calculations to change the field to the calculated value.