

Task	Shortcut	Description
Add comment	Right-click	Mark entry → Right-click → Enter the comment into the window which opens now
Last used button	SHIFT + Right-click	Entry by the button which was operated last
Copy & Paste	CTRL + Right-click SHIFT + Right-click	Mark entries → CTRL + Right-click → Move to the cell where you want to paste → SHIFT + Right-click
Non-working day	Double-click	Enter or delete a day as non-working day for part-time employees
Undo	CTRL + Z	Undo last entry
	CTRL + Y	Redo an undone action
Printing	CTRL + P	Open print window
	ALT + P	Print on standard printer or last used printer
	CTRL + SHIFT + P	Monthly Overview: Print the Monthly Overview for all months at once Annual Overview: Print the Annual Overview for all employees at once
Searching	CTRL + F	Search for employees
	F3	Continue search
	F4	Search for your own name (network version only, if you are registered with your Windows User Name)
Change row height	CTRL + Plus-Key CTRL + Minus-Key	Change row height in the main window Press CTRL + R to set the row height automatically
Change button width	CTRL + ALT + Plus-Key CTRL + ALT + Minus-Key	Change the width of the buttons with the reasons for presence/ absence Press CTRL + ALT + R to set the width automatically