

# Heartland

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## Heartland Payroll Shortcut Keys

### **Arrow Keys**

Navigate between cells, doesn't wrap to the next line or column when you reach the end

### **Ctrl+Down Arrow**

Navigate between grids from top to bottom (earning -> deduction -> memo -> tax)

### **Ctrl+Up Arrow**

Navigate between grids from bottom to top (tax -> memo -> deduction -> earning)

**Ctrl+Left Arrow** Previous Employee

**Ctrl+Right Arrow** Next Employee

### **Enter**

Moves to the first column of the next row, doesn't wrap when you reach the last row

### **Tab**

Moves to the next column, will wrap to the beginning of the next row if you are in the last cell

### **Shift+Tab**

Moves to the previous column, will wrap to the end of the previous row if you are in the first cell

**Escape** Resets the contents of the current cell to the original value

**Home** Moves to the first column of current row

**Ctrl+Home** Moves to the first column of first row

**End** Moves to the last column of current row

**Ctrl+End** Moves to the last column of last row

**Ctrl+Insert** Earning grid only, inserts a new row for the current earning

**Ctrl+Enter** *Mac Users only*, inserts a new row for the current earning

**Ctrl+Delete** Earning grid only, deletes the current row