

# Microsoft Planner cheat sheet

## General

Tab	Move forward to the next area or item
Shift + Tab	Move back to the previous area or item
Enter	Activate or open an item
Esc	Exit a menu, dialog box, or mode
Down arrow	Scroll down/Move down in the dialog box
Up arrow	Scroll up/Move up in the dialog box
Left arrow / Right arrow	In an open task, for a checklist item, move between the "Make this a new task" and "Remove checklist item" options

## Web browser

Alt + Left arrow or Backspace	Go back one page in the web browser
Alt + Right arrow	Go forward one page in the web browser

*Last modification: 11/3/2023 10:49:46 AM*

*More information:* [defkey.com/microsoft-planner-shortcuts](https://defkey.com/microsoft-planner-shortcuts)

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