



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

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More information: defkey.com/az/microsoft-planner-shortcuts

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