

# Office Delve cheat sheet

## General

Tab	Move to the next area or item
Shift + Tab	Move to the previous area or item
Enter or Space	Select the highlighted area or item. If you have highlighted the title area of a content card, press Enter to open the document. If you have highlighted the expand area at the bottom of a content card, press the Spacebar to view more details for the document
Esc	Undo an action
Up arrow / Down arrow	Move up or down in a list
Alt + Left arrow or Backspace	Go back one page
Alt + Right arrow	Go forward one page

Source: Office support

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*More information:* [defkey.com/bn/office-365-delve-shortcuts](https://defkey.com/bn/office-365-delve-shortcuts)

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