

# coda.io (Windows, Mac) cheat sheet

## PC: General

|                  |                    |
|------------------|--------------------|
| Ctrl + X         | Cut                |
| Ctrl + C         | Copy               |
| Ctrl + V         | Paste              |
| Ctrl + Z         | Undo               |
| Ctrl + Y         | Redo               |
| Ctrl + Shift + F | Search             |
| Ctrl + Alt + [   | Previous page      |
| Ctrl + Alt + ]   | Next page          |
| Ctrl + /         | Open Explore panel |
| Ctrl + \         | Toggle page list   |
| Ctrl + Shift + C | Show word count    |
| Ctrl + Shift + P | Present doc        |

## PC: Text formatting

|                  |                                     |
|------------------|-------------------------------------|
| Ctrl + B         | Bold                                |
| Ctrl + I         | Italic                              |
| Ctrl + U         | Underline                           |
| Ctrl + Shift + K | Strikethrough                       |
| `                | (when text is selected) Inline code |

## PC: Paragraph

|                                |                   |
|--------------------------------|-------------------|
| Ctrl + Shift + 1               | Large header      |
| Ctrl + Shift + 2               | Medium header     |
| Ctrl + Shift + 3               | Small header      |
| Ctrl + Shift + 7               | Numbered list     |
| Ctrl + Shift + 8               | Bulleted list     |
| Ctrl + Shift + 9               | Checklist         |
| Ctrl + Shift + 9               | Collapsible list  |
| Ctrl + Shift + .               | Block quote       |
| Ctrl + Shift + '               | Pull quote        |
| Ctrl + Shift + ,               | Code block        |
| Ctrl + ] or Ctrl + [           | Indent / Outdent  |
| Alt + Up arrow /<br>Down arrow | Move paragraph    |
| Ctrl + Enter                   | Check a list item |

## PC: Insert

|                    |           |
|--------------------|-----------|
| @                  | Reference |
| =                  | Formula   |
| Ctrl + K           | Hyperlink |
| :emoji name: Emoji |           |
| Ctrl + Shift + M   | Comment   |

## PC: Tables

|                                                                |                                                |
|----------------------------------------------------------------|------------------------------------------------|
| Alt + Space                                                    | Open a row                                     |
| Shift + Space                                                  | Select a row                                   |
| Shift + Up arrow /<br>Down arrow                               | Select multiple rows                           |
| Alt + Up arrow /<br>Down arrow                                 | Move a row                                     |
| Alt + Left arrow /<br>Right arrow                              | Move a column                                  |
| Enter                                                          | (from last row in table) Insert a row          |
| Tab                                                            | (when last column is selected) Insert a column |
| Ctrl + Up arrow /<br>Down arrow or<br>Left arrow / Right arrow | Move to end of row or column                   |
| Space or F2                                                    | Edit a cell                                    |

## Mac: General

|                  |                    |
|------------------|--------------------|
| Cmd + X          | Cut                |
| Cmd + C          | Copy               |
| Cmd + V          | Paste              |
| Cmd + Z          | Undo               |
| Cmd + Shift + Z  | Redo               |
| Cmd + Shift + F  | Search             |
| Cmd + Option + [ | Previous page      |
| Cmd + Option + ] | Next page          |
| Cmd + /          | Open Explore panel |
| Cmd + \          | Toggle page list   |
| Cmd + Shift + C  | Show word count    |
| Cmd + Shift + P  | Present doc        |

## Mac: Text formatting

|         |      |
|---------|------|
| Cmd + B | Bold |
|---------|------|

|                 |                                     |
|-----------------|-------------------------------------|
| Cmd + I         | Italic                              |
| Cmd + U         | Underline                           |
| Cmd + Shift + K | Strikethrough                       |
| `               | (when text is selected) Inline code |

## Mac: Paragraph

|                               |                   |
|-------------------------------|-------------------|
| Cmd + Option + 0              | Normal            |
| Cmd + Option + 1              | Large header      |
| Cmd + Option + 2              | Medium header     |
| Cmd + Option + 3              | Small header      |
| Cmd + Shift + 7               | Numbered list     |
| Cmd + Shift + 8               | Bulleted list     |
| Cmd + Shift + 9               | Checklist         |
| Cmd + Shift + 0               | Collapsible list  |
| Cmd + Shift + .               | Block quote       |
| Cmd + Shift + '               | Pull quote        |
| Cmd + Shift + ,               | Code block        |
| Control + ] or<br>Control + [ | Indent / Outdent  |
| Option + updowns              | Move paragraph    |
| Cmd + Enter                   | Check a list item |

## Mac: Insert

|                    |           |
|--------------------|-----------|
| @                  | Reference |
| =                  | Formula   |
| Cmd + K            | Hyperlink |
| :emoji name: Emoji |           |
| Cmd + Shift + M    | Comment   |

## Mac: Tables

|                                         |                      |
|-----------------------------------------|----------------------|
| Option + Space                          | Open a row           |
| Shift + Space                           | Select a row         |
| Shift + Up arrow /<br>Down arrow        | Select multiple rows |
| Option + Up arrow<br>/ Down arrow       | Move a row           |
| Option + Left<br>arrow / Right<br>arrow | Move a column        |

Enter (from last row in table) Insert a row

Tab (when last column is selected) Insert a column

Cmd + Up arrow /  
Down arrow or  
Left arrow / Right  
arrow

Space or F2 Edit a cell

Source: coda.io

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More information: [defkey.com/coda-io-shortcuts](https://defkey.com/coda-io-shortcuts)

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