

# SharePoint cheat sheet

## General

OneDrive for Business and SharePoint provide keyboard shortcuts that you can use for common tasks. These keyboard shortcuts refer to the U.S. keyboard layout. Keys on other keyboard layouts may not correspond exactly to the keys on a U.S. keyboard.

## All pages

Tab	(Press repeatedly, immediately after you open the page in a browser.) Turn More Accessible Mode on or off.
Shift + Enter	Expand menus, such as the drop-down menu for a list item.
Alt + Down arrow	Move to different options in a drop down list, such as the Search Scope menu next to the Search box at the top of some pages.

## Using rich text editing

Rich text editing is available in several locations, such as the Insert tab when you edit a page on a site.

Ctrl + B	Apply or remove bold formatting from the selected text.
Ctrl + I	Apply or remove italic formatting from the selected text.
Ctrl + U	Apply or remove the underline from the selected text.
Ctrl + Shift + M	Remove a paragraph indent from the left.
Ctrl + M	Indent a paragraph from the left.
Del	Delete the selection without adding it on the Clipboard.
Insert	Switch between inserting and overwriting text.
Backspace	Delete the selection, or if there is no selection, the character in front of the cursor.
Ctrl + Backspace	Delete all of the word in front of the cursor, but not the previous space.
Shift + Enter	Insert a new line (but not inside the HTML Paragraph element ).

## List or library page

The following keyboard shortcuts are available in OneDrive for Business or in a SharePoint list or library.

Alt + N	Create a document.
Alt + U	Upload a document
Tab	In a SharePoint list, select a list item and then Tab to find the edit command
Alt + N then Tab	(press Tab to find New folder on the shortcut menu) Create a folder

## Survey page

Alt + C	(To open the menu, press Shift + Enter. To select a command, press down arrow) Activate the Actions menu
Alt + N	Activate the Respond to this Survey button
Alt + C	(To open the menu, press Shift + Enter. To select a command, press down arrow) Activate the Export Results to spreadsheet command. This command is located on the Actions menu
Alt + R	Activate the Show a graphical summary of responses link
Alt + S	Select the Save and Close button in a form for editing a survey response
Alt + U	Activate the Show all responses link
Alt + I	Activate the Settings menu
Alt + N	Activate the Next Page button

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*More information: [defkey.com/microsoft-sharepoint-shortcuts](http://defkey.com/microsoft-sharepoint-shortcuts)*

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