

# Microsoft To Do cheat sheet

## Desktop

Ctrl + N	Add a new task
Ctrl + L	Create a new list
Ctrl + T	Add task to My Day
Ctrl + D	Complete task
Ctrl + F	Search
Ctrl + V	Paste
Ctrl + R	Sync now
Ctrl + Num 1	Open sidebar in minified view
Space or Enter	Expand task (open right column)

## Web

Ctrl + N	Add a new task
Ctrl + Shift + L	Create a new list
Ctrl + T	Add task to My Day
Ctrl + A	Select all tasks
Ctrl + D	Complete task
Ctrl + Backspace	Delete selected task or list
Ctrl + F	Search

## Mac

Control + N	Add a new task
Control + Shift + L	Create a new list
Control + T	Add task to My Day
Control + A	Select all tasks
Control + D	Complete task
Control + Backspace	Delete selected task or list
Control + F	Search

Option + Cmd + [1 - 9] Jump between first 9 lists

Tip: You can use Mac's custom keyboard shortcuts to create a shortcut for a specific list.

*Last modification: 12/10/2021 3:38:18 PM*

More information: [defkey.com/microsoft-to-do-shortcuts](https://defkey.com/microsoft-to-do-shortcuts)

[Customize this PDF...](#)