Notion (Windows) cheat sheet

Most used

Ctrl + N	New page
Ctrl + Shift + N or Ctrl + Left click	New Notion window
Ctrl + P	Search / Jump to a recent page
Ctrl + [	Go back a page
Ctrl +]	Go forward a page
Ctrl + Shift + L	Switch to Dark Mode
Ctrl + Shift + P	Move a page to another location

Creating and styling content

Enter	Insert a line of text
Shift + Enter	Create a line break within a block of a text
Ctrl + Shift + M	Create a comment
- then - then -	(three dashes in a row) Create a divider
Ctrl + B	Bold text
Ctrl + I	Italicize text
Ctrl + Shift + S	Strikethrough
Ctrl + K	Add a link
You can also paste an URL over selected text with Ctrl + V, to turn it into link.	
Ctrl + E	Inline code
Tab	Indent
Shift + Tab	Un-indent
Ctrl + Shift + 0	Create text
Ctrl + Shift + 1	Create an H1 heading
Ctrl + Shift + 2	Create an H2 heading
Ctrl + Shift + 3	Create an H3 heading
Ctrl + Shift + 4	Create a to-do checkbox
Ctrl + Shift + 5	Create a bulleted list
Ctrl + Shift + 6	Create a numbered list
Ctrl + Shift + 7	Create a toggle list
Ctrl + Shift + 8	Create a code block
Ctrl + Shift + 9	Create a new page or turn the line into a page
Alt + Left click + Move the mouse	Hold down Alt to duplicate any content when you drag and drop

Edit and move blocks

From a line to an image, everything in Notion is a block. With these shortcuts, you can edit whole blocks.

Esc	Select the block you're currently in
Ctrl + A	Select the block your cursor is in
Space	Open selected image in full-screen
Arrow keys	Select a different block
Shift + Up arrow / Down arrow	Expand your selection up or down
Ctrl + Shift + Left click	Select / deselect an entire block
Ctrl + D	Duplicate the blocks you've selected
Enter	Edit text inside selected block
Enter	Open a page inside a page
Ctrl + /	Edit or change one or more selected blocks
Ctrl + Shift + Arrow keys	Move selected block
Ctrl + Alt + T	Expand or close all toggles in a toggle list
Ctrl + Shift + H	Apply last text or highlight color you used
Ctrl + Enter	Modify the current block you're in

Source: Notion

Last modification: 2/2/2022 3:33:42 PM

More information: *defkey.com/notion-windows-shortcuts*

Customize this PDF...