

# OneDrive cheat sheet

## Frequently used shortcuts

?	Display the keyboard shortcuts window
Tab or Shift + Tab	Move among OneDrive regions
F6 or Shift + F6	Move between web browser bar and the OneDrive title bar
Arrow keys	Select the adjacent item
Ctrl + A	Select all files and folders when the focus is in the contents grid
Esc	Clear all or navigate to the previous folder
Space	Select or clear the selection of a file or folder
U	Upload an item
Ctrl + S	Download a selected item
S	Share a selected file or folder
F5	Refresh the window
V	Switch between the List and Thumbnails view of the contents grid

## Select and clear items

Arrow keys	Select the adjacent item
Ctrl + A	Select all files and folders when the focus is in the contents grid
Esc	Clear all or navigate to the previous folder
Space	Select or clear the selection of a file or folder

## Change or expand available information

F5	Refresh the window
I	Display or hide the Details pane
V	Switch between the List and Thumbnails view of the contents grid
Up arrow / Down arrow	In the List view of the contents grid, get details about a selected file, including date and time modified and file type

## Give commands

Enter	Open a selected file or folder
N	Create a new file or folder when nothing is selected
Shift + F	Create a new folder
U	Upload a file
Ctrl + S	Download a selected item
F2	Rename a selected file or folder
S	Share a selected file or folder
Del	Delete a selected file or folder

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*More information:* [defkey.com/onedrive-shortcuts](https://defkey.com/onedrive-shortcuts)

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