



Taskade cheat sheet

Text styling

Note: On Windows, replace Cmd with Ctrl.

Cmd + B	Bold
Cmd + I	Italic
Cmd + U	Underline
Cmd + E	Highlight

Navigation

Enter	Line break / New task
Tab	Indent task / Move right
Shift + Tab	Outdent / Move left
Up arrow / Down arrow	Navigate up or down
Backspace	Delete text or entire task
Left arrow / Right arrow	Navigate left or right

Commands

Cmd + Enter	Complete / uncomplete a task
Cmd + Up arrow / Down arrow	Collapse or expand a task with sub-tasks
Cmd + Shift + Del	Delete entire task

Source: Taskade

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More information: defkey.com/pt/taskade-shortcuts

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