

# Quip cheat sheet

## All devices

[Customize this PDF...](#)

	Toggle styles between various types of lists and headings
Tab	Indent a list item
Shift + Tab	De-indent a list item
Esc	Stop editing

## Mac & iOS: Anywhere

Cmd + /	List all keyboard shortcuts
Cmd + Option + N	Create new...
Shift + N	
Cmd + Option + N	Create a new document
Cmd + Option + M	Create a new message
Cmd + Shift + D	Go to desktop
Cmd + Option + O	Search for a document, folder or conversation

## Mac & iOS: Style

Cmd + B	Bold the selected text
Cmd + I	Italicize the selected text
Cmd + U	Underline the selected text
Cmd + Shift + X	Strikethrough the selected text

## Mac & iOS: Spreadsheets

Control + I	Insert above or in front of selected rows or columns
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## Windows: Anywhere

Ctrl + Alt + Shift + N	Create new...
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## Windows: Editing

Alt + N	Next line
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## Windows: Spreadsheets

Source: Salesforce

Last modification: 3/14/2023 9:33:24 PM

More information: [defkey.com/quip-shortcuts?filter=basic](https://defkey.com/quip-shortcuts?filter=basic)