



Quip cheat sheet

All devices

`	Toggle styles between various types of lists and headings
Tab	Indent a list item
Shift + Tab	De-indent a list item
Shift + Enter	Add a single space between lines
Esc	Stop editing

Mac & iOS: Anywhere

Cmd + /	List all keyboard shortcuts
Cmd + Option + Shift + N	Create new...
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
Cmd + Shift + K	Monospace (code style) the selected text
Cmd + Option + 0	Paragraph (normal text style)
Cmd + Option + 1	Large heading style
Cmd + Option + 2	Medium heading style
Cmd + Option + 3	Small heading style
Cmd + Shift + L	Bulleted list style
Cmd + Option + K	Code block style

Mac & iOS: Editing

Cmd + Option + Up arrow	Move a list item up one line
Cmd + Option + Down arrow	Move a list item down one line
Cmd + Enter	Check a list item
Cmd + Z	Undo

Cmd + Shift + Z	Redo
Cmd + X	Cut
Cmd + C	Copy
Cmd + V	Paste
Cmd + P	Print document
Cmd + K	Insert link
Control + N	Next line
Control + P	Previous line
Cmd + Option + C	Hide / show conversation
Cmd + Shift + C	Add a comment
Cmd + Option + S	Finish edit session

Mac & iOS: Spreadsheets

Cmd + Arrow keys	Move to the edge of data or to the next non-empty cell
Cmd + Shift + Arrow keys	Expand selection to the edge of data or to the next non-empty cell
Shift + Space	Select row
Option + Enter	Insert line in a cell
Control + Space	Select column
Control + Enter	Fill selection with entered text
Control + D	Fill down in selection
Control + R	Fill right in selection
Cmd + Backspace	Scroll focused cell into view
Control + I	Insert above or in front of selected rows or columns
Control + -	Remove selected rows or columns
Control + ;	Insert current time
Control + :	Insert today's date

Windows: Anywhere

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

Windows: Style

Ctrl + B	Bold the selected text
Ctrl + I	Italicize the selected text
Ctrl + U	Underline the selected text
Ctrl + Shift + X	Strikethrough the selected text
Ctrl + Shift + K	Monospace (code style) the selected text
Ctrl + Alt + 0	Paragraph (normal text style)
Ctrl + Alt + 1	Large heading style
Ctrl + Alt + 2	Medium heading style
Ctrl + Alt + 3	Small heading style
Ctrl + Shift + L	Bulleted list style
Ctrl + Alt + K	Code block style

Windows: Editing

Ctrl + Alt + Up arrow	Move a list item up one line
Ctrl + Alt + Down arrow	Move a list item down one line
Ctrl + Enter	Check a list item
Ctrl + Z	Undo
Ctrl + Shift + Z	Redo
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Windows: Spreadsheets

Ctrl + Arrow keys	Move to the edge of data or to the next non-empty cell
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Shift + Space	Select row

Ctrl + Space	Select column
Alt + Enter	Add a line in a cell
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Ctrl + Backspace	Scroll focused cell into view
Ctrl + I	Insert above or in front of selected rows or columns
Ctrl + -	Remove selected rows or columns
Ctrl + ;	Insert current time
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Source: Salesforce

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More information: defkey.com/quip-shortcuts

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