



Wrike cheat sheet

General

Alt + Shift + N	creates a new task
Shift + Left arrow	Click creates a new task on the Workload View
Alt + Shift + S	places your cursor in the search box so that you can begin typing
Alt + Shift + O	opens the task you are currently looking at in a new tab
Alt + Shift + F	opens the task you are currently looking at in fullscreen mode, or exits fullscreen mode if you are already in it
Alt + Shift + Enter	changes the task's status from completed to active or vice versa
Alt + Shift + Esc	closes the Task View panel
Alt + Shift + .	assigns or unassigns the task from you
Alt + Shift + ,	opens the dialogue box to add an assignee
Up arrow or K	on the List View, selects the task above the task you currently have selected
Down arrow or J	on the List View, selects the task below the task you currently have selected
Left arrow	Collapse a subtask list on the List View
Right arrow	Expands a subtask list on the List View
Alt + Shift + D	on the List View, opens the Folder picker
Alt + Shift + C	on the List View, moves the cursor to the comment section
Alt + Shift + ?	opens a list of available keyboard shortcuts
Shift + Enter	posts a comment (before using this shortcut: first click in the comment section and type your comment)
Ctrl + Shift + E	Opens a list of recent tasks
Right arrow	Expands a subtask list on the List View
Ctrl + Enter	Allows you to edit currently selected task's title on the List

View

Gantt Chart

A number (ex: 16): That date for the current month

T	today's date
Y	yesterday's date
T	then O then M tomorrow's date
Alt + Shift + Left click	Creates a new task
Ctrl + [Moves a task one level up in task hierarchy (ex: subtask to task)
Ctrl +]	Moves a task one level down in task hierarchy (ex: task to subtask)

Last modification: 11.11.2019 20:10:30

More information: defkey.com/ro/wrike-shortcuts

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