



Google Chat (Windows, Chrome OS) cheat sheet

Navigate between views

Ctrl + O	Browse rooms
Ctrl + I	Create a room
Alt + /	Search
Ctrl + S	Start a new message

Navigate the sidebar

Ctrl + K	Quickly switch between rooms or conversations
Ctrl + O	Browse rooms
Ctrl + I	Create room
Up arrow	Open previous room or conversation
Down arrow	Open the next room or conversation
Shift + Up arrow	Go to previous unread item
Shift + Down arrow	Open next unread item
Right arrow or Enter	Select room or conversation

Navigate conversations within a room

Up arrow	Open previous conversation
Down arrow	Open next conversation
Right arrow	Focus on message
Left arrow or Ctrl + Shift + K	Focus on current room or conversation in sidebar
Ctrl + G	Open room menu
R	Reply to current conversation
Ctrl + J	Focus on last conversation or message
Ctrl + S	Start a new thread or message

Navigating popups in Google Chat

Shift + Esc	Move focus between main window and last chat popup
Ctrl + .	Advance to next chat popup
Ctrl + ,	Go back to previous chat popup

Navigate messages within a conversation

Up arrow	Open previous message
Down arrow	Open next message
Left arrow or Esc	Focus on conversation
R	Focus on reply box

Navigation

Ctrl + Alt + V	Reset sidebar sections to default height
----------------	--

Copy a transcript of the conversation

Ctrl + Shift + .	Copy selected messages as a transcript
------------------	--

Google Chat

H then C	Focus on the conversation list
H then R	Focus on the rooms list

Anywhere

?	Show keyboard shortcuts
/	Search in chats and rooms
Q	Search chat contacts

Source: Google Support, Google Chat interface

Last modification: 26/08/2021 12:54:24

More information: defkey.com/tg/google-chat-windows-shortcuts

[Customize this PDF...](#)