



# Workflowy cheat sheet

## General

Alt + Right arrow	Zoom in
Alt + Left arrow	Zoom out
Ctrl + Down arrow	Expand
Ctrl + Up arrow	Collapse
Tab	Indent
Shift + Tab	Outdent. Alternatively, press Enter on an empty line
Alt + Shift + Up arrow	Move up
Alt + Shift + Down arrow	Move down
Shift + Enter	Add a note
Ctrl + Enter	Complete
Alt + Shift + D	Duplicate
Ctrl + Shift + Backspace	Delete
Esc	Search
Ctrl + O	Show / hide completed
Shift + Ctrl + 8	Star page
Ctrl + K	Switch between pages
Ctrl + '	Navigate home
Ctrl + ?	Toggle keyboard shortcuts help

## Formatting

Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline

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More information: [defkey.com/zh/workflowy-shortcuts](https://defkey.com/zh/workflowy-shortcuts)

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