OneDrive + SharePoint Keyboard Shortcuts

Windows cheat sheet · 50 shortcuts

The Keyboard Coach
thekeyboardcoach.co.uk

Files

F2	Rename the selected OneDrive item
Delete	Delete selected OneDrive items
Ctrl + S	Download the selected OneDrive item
Shift + F10	Open the context menu for the selected item
Enter	Open the selected item
Ctrl + O	Open a document from an internet site
Alt + N	Create a document (classic library)
Alt + U	Upload a document (classic library)
Alt + Y	Sync the library to your computer (classic)
Alt + M	Open the More menu for the selected item (classic)

Basics

Esc	Close a pop-up, clear selection, or go back
F5	Refresh the window
?	Show the OneDrive keyboard shortcuts

Share

S	Share the selected OneDrive file or folder

Navigate

Tab *or* Shift + Tab	Move between OneDrive or SharePoint regions
Up arrow *or* Down arrow	Move through navigation or file lists
Tab	Navigate the SharePoint screen
F6 *or* Ctrl + F6	Move between the browser bar and OneDrive

Select

Ctrl + A	Select all items in the contents grid
Ctrl + D	Deselect items in the contents grid
Spacebar	Select or clear the current item
Arrow keys	Select an adjacent item in the contents grid

View

V	Switch between List and Thumbnails view
I	Toggle the Details pane
Right arrow *or* Left arrow	Get information about the selected file (web)

Find

Alt + S	Use SharePoint search

Edit

Ctrl + K	Insert a link in a SharePoint text web part
1 + Period + Spacebar	Start an ordered list in a text web part
Minus + Spacebar	Start a bulleted list in a text web part
Ctrl + Z	Undo the latest SharePoint action
Ctrl + C	Copy text
Ctrl + X	Cut text
Ctrl + V	Paste text
Shift + Enter	Insert a new line in a text web part
Ctrl + Y	Redo the last SharePoint action
Ctrl + B	Apply or remove bold in a text web part
Ctrl + I	Apply or remove italic in a text web part
Ctrl + U	Apply or remove underline in a text web part
Ctrl + Backspace	Delete the word to the left of the cursor
Ctrl + Delete	Delete the word to the right of the cursor
[then [	Insert a link by typing two left brackets
Shift + F11	Jump to the Toolbox while editing a page
Alt + P	Jump to the page Properties
Ctrl + E	Center the paragraph (classic page editor)
Ctrl + R	Right-align the paragraph (classic page editor)
Ctrl + L	Left-align the paragraph (classic page editor)
Ctrl + M	Indent the paragraph (classic page editor)
Ctrl + Shift + M	Remove the paragraph indent (classic page editor)
Alt + B	Publish the page (classic)
Ctrl + Spacebar	Clear formatting (classic page editor)