

Chrome

! make readable (via Mercury Reader)

Asana

Tab Y mark task for Today in My Tasks

Tab U mark task for this week (Upcoming)

Tab L mark task for Later

Tab Back delete selected task(s)

☐ complete selected task(s)

<Enter>

Tab M assign to me

Tab Enter jump to task list

Tab S jump to subtasks

^ ↑ move task up

^ ↓ move task down

Tab X focus mode (single tasking)

OneNote

alt-3 Show/hide the Ribbon*

ctrl-F1 Show/hide Tabs and Commands

F11 Toggle full page mode

ctrl-Num5 Pop out current note *

ctrl-shift-1 Heading 1

ctrl-shift-2 Heading 2 etc.

ctrl-shift-n Normal style

Legend for Key Modifiers

Windows key

^ Control

! Alt

+ Shift

For example, "^c" means hold down the Control key and press "c". These are the same modifiers used in HotKey scripts.

Legend for Notes

* depends on quick access toolbar mod

** depends on HotKey script



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Published 25th March, 2017.

Last updated 25th March, 2017.

Page 1 of 1.

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