Cheatography

My Windows Keyboard Shortcuts

by bobkitz via cheatography.com/33449/cs/10408/

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)
# <Enter>	complete selected task(s)
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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