



Quip Shortcuts for Windows & Mac

No.	Action	Mac Shortcuts	Windows Shortcuts	Section
1	Move a list item up one line	Command + Option + Up Arrow key	Ctrl + Alt + Up Arrow key	Editing Shortcuts
2	Move a list item down one line	Command + Option + Down Arrow key	Ctrl + Alt + Down Arrow key	Editing Shortcuts
3	Check a list item	Command + Return	Ctrl + Enter	Editing Shortcuts
4	Undo	Command + Z	Ctrl + Z	Editing Shortcuts
5	Redo	Command + Shift + Z	Ctrl + Shift + Z	Editing Shortcuts
6	Cut	Command + X	Ctrl + X	Editing Shortcuts
7	Copy	Command + C	Ctrl + C	Editing Shortcuts
8	Paste	Command + V	Ctrl + V	Editing Shortcuts
9	Print document	Command + P	Ctrl + P	Editing Shortcuts
10	Insert link	Command + K	Ctrl + K	Editing Shortcuts
11	Next line	Option + N	Alt + N	Editing Shortcuts
12	Previous line	Option + P	Alt + P	Editing Shortcuts
13	Hide or Show conversation	Command + Option + C	Ctrl + Alt + C	Editing Shortcuts
14	Add a comment	Command + Shift + C	Ctrl + Shift + C	Editing Shortcuts
15	Finish edit session	Command + Option + S	Ctrl + Alt + S	Editing Shortcuts
16	Move to the edge of data	Command + Arrow keys	Ctrl + Arrow keys	Spreadsheet Shortcuts
17	Expand selection to the edge of data	Command + Shift + Arrow keys	Ctrl + Shift + Arrow keys	Spreadsheet Shortcuts
18	Select row	Shift + Spacebar	Shift + Spacebar	Spreadsheet Shortcuts
19	Select column	Command + Spacebar	Ctrl + Spacebar	Spreadsheet Shortcuts
20	Add a line in a cell	Option + Return	Alt + Enter	Spreadsheet Shortcuts
21	Fill selection with entered text	Command + Return	Ctrl + Enter	Spreadsheet Shortcuts
22	Fill down in selection	Command + D	Ctrl + D	Spreadsheet Shortcuts
23	Fill right in selection	Command + R	Ctrl + R	Spreadsheet Shortcuts
24	Scroll focused cell into view	Command + Backspace	Ctrl + Backspace	Spreadsheet Shortcuts
25	Insert above or in front of selected rows or columns	Command + I	Ctrl + I	Spreadsheet Shortcuts
26	Remove selected rows or columns	Command + -	Ctrl + -	Spreadsheet Shortcuts
27	Insert current time	Command + ;	Ctrl + ;	Spreadsheet Shortcuts
28	Insert today's date	Command + :	Ctrl + :	Spreadsheet Shortcuts
29	Bold the selected text	Command + B	Ctrl + B	Style Shortcuts
30	Italicize the selected text	Command + I	Ctrl + I	Style Shortcuts
31	Underline the selected text	Command + U	Ctrl + U	Style Shortcuts
32	Strikethrough the selected text	Command + Shift + X	Ctrl + Shift + X	Style Shortcuts
33	Monospace (code style) the selected text	Command + Shift + K	Ctrl + Shift + K	Style Shortcuts
34	Paragraph (normal text style)	Command + Option + 0	Ctrl + Alt + 0	Style Shortcuts
35	Large heading style	Command + Option + 1	Ctrl + Alt + 1	Style Shortcuts
36	Medium heading style	Command + Option + 2	Ctrl + Alt + 2	Style Shortcuts
37	Small heading style	Command + Option + 3	Ctrl + Alt + 3	Style Shortcuts
38	Bulleted list style	Command + Shift + L	Ctrl + Shift + L	Style Shortcuts
39	Code block style	Command + Option + K	Ctrl + Alt + K	Style Shortcuts
40	List all keyboard shortcuts	Command + /	Ctrl + /	Anywhere Shortcuts
41	Create new	Command + Option + Shift + N	Ctrl + Alt + Shift + N	Anywhere Shortcuts
42	Create a new document	Command + Option + N	Ctrl + Alt + N	Anywhere Shortcuts
43	Create a new message	Command + Option + M	Ctrl + Alt + M	Anywhere Shortcuts
44	Go to desktop	Command + Shift + D	Ctrl + Shift + D	Anywhere Shortcuts
45	Search for a document, folder or conversation	Command + Option + O	Ctrl + Alt + O	Anywhere Shortcuts
46	Toggle styles between various types of lists and headings	`	`	Other Quip Shortcuts
47	Indent a list item	Tab	Tab	Other Quip Shortcuts
48	De-indent a list item	Shift + Tab	Shift + Tab	Other Quip Shortcuts
49	Add a single space between lines	Shift + Return	Shift + Enter	Other Quip Shortcuts
50	Stop editing	Esc	Esc	Other Quip Shortcuts

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