



ClickUp Shortcuts for Windows & Mac

No.	Action	Mac Shortcuts	Windows Shortcuts	Section
1	Close a task or window	Esc	Esc	Most used ClickUp Shortcuts
2	Command Center	Command + K	Ctrl + K	Most used ClickUp Shortcuts
3	Open Billing page	Command + B	Ctrl + B	Most used ClickUp Shortcuts
4	Home	H	H	Most used ClickUp Shortcuts
5	Load new notifications	Spacebar	Spacebar	Most used ClickUp Shortcuts
6	Notepad	P	P	Most used ClickUp Shortcuts
7	Create a reminder	R	R	Most used ClickUp Shortcuts
8	Open the Search and Command Center modal	S	S	Most used ClickUp Shortcuts
9	Show or hide Sidebar	Q	Q	Most used ClickUp Shortcuts
10	Create a task	T	T	Most used ClickUp Shortcuts
11	@mention a person	@	@	Most used ClickUp Shortcuts
12	@mention a task	@ then @	@ then @	Most used ClickUp Shortcuts
13	@mention a doc	@ then @ then @	@ then @ then @	Most used ClickUp Shortcuts
14	Insert an arrow → into text	- then >	- then >	Most used ClickUp Shortcuts
15	Select all characters in a code block	Command + A	Ctrl + A	Most used ClickUp Shortcuts
16	Edit your most recent comment	Up Arrow key	Up Arrow key	Most used ClickUp Shortcuts
17	Open emoji menu	:	:	Most used ClickUp Shortcuts
18	Highlight text to add a link	Command + K	Ctrl + K	Most used ClickUp Shortcuts
19	Assign a task to yourself	M	M	Most used ClickUp Shortcuts
20	Copy URL, new task		3	3 Most used ClickUp Shortcuts
21	Move to tray, new task		2	2 Most used ClickUp Shortcuts
22	Open, new task		1	1 Most used ClickUp Shortcuts
23	Navigate to next task	Command + Shift + Left & Right Arrow key	Ctrl + Shift + Left & Right Arrow key	Most used ClickUp Shortcuts
24	Quick create new task	Command + E	Ctrl + E	Most used ClickUp Shortcuts
25	Create a comment from your selected text	Command+ Shift + M	Ctrl+ Shift + M	Docs Shortcuts
26	Create a task from your selected text	Command+ Shift + T	Ctrl+ Shift + T	Docs Shortcuts
27	Highlight a text block	Command+ Shift + H	Ctrl+ Shift + H	Docs Shortcuts
28	Duplicate a text block	Command + D	Ctrl + D	Docs Shortcuts
29	Dashboard view	D	D	Views Shortcuts
30	Clear filter from your current view.	-	-	Views Shortcuts
31	Board view: Navigate to	B	B	Views Shortcuts
32	Box view: Navigate to	X	X	Views Shortcuts
33	Calendar view: Navigate to	C	C	Views Shortcuts
34	List view: Navigate to	L	L	Views Shortcuts

[learn more keyboard shortcuts at https://tutorialtactic.com/](https://tutorialtactic.com/)