Keyboard Shortcuts

This is a list of keyboard shortcuts for SharePoint. If a command is grayed out on the ribbon, you may not have the permissions to use it, or you may need to select an item first to enable the command. Reference: [Keyboard shortcuts for SharePoint products - Microsoft](http://office.microsoft.com/en-us/sharepoint-foundation-help/keyboard-shortcuts-for-sharepoint-products-HA102772894.aspx)

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## Navigating the Ribbon

You can use the keyboard to work with the ribbon by moving the focus among the tabs and commands until you find the feature that you want to use. This table lists some ways to move the keyboard focus without using the mouse.

|  |  |
| --- | --- |
| To Do This | Press |
| Move left or right to another tab of the Ribbon, respectively. | TAB to reach the desired tab, and then LEFT ARROW, RIGHT ARROW |
| Display the shortcut menu for the selected command. | ENTER |
| Move the focus to each command on the Ribbon, forward or backward. | TAB, SHIFT+TAB |
| Move down, up, left, or right among the items on the Ribbon. | DOWN ARROW, UP ARROW, LEFT ARROW, RIGHT ARROW |
| Activate the selected command or control on the Ribbon. | SPACE BAR or ENTER |
| Open the selected menu or gallery on the Ribbon. | SPACE BAR or ENTER |
| Activate a command or control on the Ribbon so you can change a value. | ENTER |
| Finish changing a value in a control on the Ribbon, and move the focus back to the document. | ENTER |

## All Pages

This table describes keyboard shortcuts that apply to all pages in SharePoint products and technologies.

|  |  |
| --- | --- |
| To Do This | Press |
| Turn More Accessible Mode on or off.More Accessible Mode changes the way content is rendered on a site, optimizing it for assistive technologies such as screen readers. | TAB (Press repeatedly, immediately after you open the page in a browser.) |
| Activate or put the focus on the Skip Ribbon Commands link. | ALT+Y |
| Activate or put the focus on the View All Site Content link. | ALT+3 |
| Activate or put the focus on the Site Actions menu. | ALT+/ |
| Activate or put the focus on the Search box.To put the focus on the Search box, the ribbon has to have the active focus. Press ALT+/ to place focus on the Site Actions menu, and then press TAB repeatedly until the focus is placed on the Browse tab. | ALT+S |
| Activate or put the focus on the Help link. | ALT+6 |
| Activate or put the focus on the Home link. | ALT+1 |
| Activate or put the focus on the Your Name menu.Press ALT+W multiple times to switch between the Your Name menu and any Web Parts on the page. | ALT+W |
| Expand menus such as the drop-down menu for a list item. | SHIFT+ENTER |
| Expand drop down lists such as the Search Scope menu next to the Search box at the top of some pages. | ALT+DOWN ARROW |
| Move the selection from Web Part to Web Part on pages that use multiple Web Parts | ALT+W |

## Common Tasks on SharePoint Pages

### Pages or Dialog Boxes That Have Open or Cancel Buttons

To apply or cancel edits in pages or dialog boxes that have Open, Save, Create or Cancel buttons, use these keyboard shortcuts. Such dialog boxes and pages include such New Alert, Upload Document, or New Library.

|  |  |
| --- | --- |
| To Do This | Press |
| Cancel button (cancels changes and returns to the list, library, discussion board, or survey)  | ALT+C |
| Depending on the context, the OK, Save or Create button (saves changes and closes the page or dialog box.) | ALT+O |

### List or Library Page

|  |  |
| --- | --- |
| To Do This | Press |
| Create a document. | Press TAB repeatedly until the item that you want is selected.In a library, the ribbon button name may be New document. In a list, the ribbon button name may be New item, or a name specific to the type of list, such as Add new link. |
| Upload a document.This requires the ribbon to have the active focus. Press ALT+/ to place focus on the Site Actions menu, and then press TAB repeatedly until you reach the ribbon tab that you want. | Press TAB repeatedly until the link that you want is selected.In a library, the command may be Add new document or Add new item. In a list, the command may be Add new item or specific to the type of list, such as Add new link. |
| Edit a page in Datasheet view.This requires the ribbon to have the active focus. Press ALT+/ to place focus on the Site Actions menu, and then press TAB repeatedly until you reach the ribbon tab that you want. | TAB (Press repeatedly until Datasheet View is selected on the List or Library tab.) |
| Open an item with File Explorer.This requires the ribbon to have the active focus. Press ALT+/ to place focus on the Site Actions menu, and then press TAB repeatedly until you reach the ribbon tab that you want. | TAB (Press repeatedly until Open with Explorer is selected on the List or Library tab.) |
| Export a list to Microsoft Excel 2010.This requires the ribbon to have the active focus. Press ALT+/ to place focus on the Site Actions menu, and then press TAB repeatedly until you reach the ribbon tab that you want. | TAB (Press repeatedly until Export to Excel is selected on the List or Library tab.) |
| View the RSS feed for the library.This requires the ribbon to have the active focus. Press ALT+/ to place focus on the Site Actions menu, and then press TAB repeatedly until you reach the ribbon tab that you want. | TAB (Press repeatedly until RSS Feed is selected on the List or Library tab.) |
| Create an alert for the library.This requires the ribbon to have the active focus. Press ALT+/ to place focus on the Site Actions menu, and then press TAB repeatedly until you reach the ribbon tab that you want. | TAB (Press repeatedly until Alert Me is selected on the List or Library tab.) |
| Create a column.This requires the ribbon to have the active focus. Press ALT+/ to place focus on the Site Actions menu, and then press TAB repeatedly until you reach the ribbon tab that you want. | TAB (Press repeatedly until Create Column is selected on the List or Library tab.) |
| Create a view.This requires the ribbon to have the active focus. Press ALT+/ to place focus on the Site Actions menu, and then press TAB repeatedly until you reach the ribbon tab that you want. | TAB (Press repeatedly until Create View is selected on the List or Library tab.) |
| Change the library settings.This requires the ribbon to have the active focus. Press ALT+/ to place focus on the Site Actions menu, and then press TAB repeatedly until you reach the ribbon tab that you want. | TAB (Press repeatedly until Library Settings is selected on the List or Library tab.) |
| Create a folder.This requires the ribbon to have the active focus. Press ALT+/ to place focus on the Site Actions menu, and then press TAB repeatedly until you reach the ribbon tab that you want. | TAB (Press repeatedly until New Folder is selected on the List or Documents tab.) |
| Expand the menu of options for a document in a library.This requires the main content area to have the active focus (Press ALT+X). | TAB. Press TAB repeatedly until you select the arrow on the menu, and then press ENTER. |
| Filter a column in a list.This requires the main content area to have the active focus (Press ALT+X) to place focus in the main content area, and then press TAB repeatedly) | TAB (Press TAB repeatedly until you select the arrow on the menu, and then press ENTER. |

### Picture Library Page

|  |  |
| --- | --- |
| To Do This | Press |
| Activate or put the focus on the Edit command.This command is located on the Actions menu. | ALT+C (To start the menu, press SHIFT+ENTER. To select a command, press DOWN ARROW.) |
| Activate or put the focus on the Delete command. This command is located on the Actions menu. | ALT+C (To start the menu, press SHIFT+ENTER. To select a command, press DOWN ARROW.) |
| Activate or put the focus on the Download command.This command is located on the Actions menu. | ALT+C (To start the menu, press SHIFT+ENTER. To select a command, press DOWN ARROW.) |
| Activate or put the focus on the Send To command.This command is located on the Actions menu. | ALT+C (To start the menu, press SHIFT+ENTER. To select a command, press DOWN ARROW.) |
| Activate or put the focus on the View Slide Show command.This command is located on the Actions menu. | ALT+C (To open the menu, press SHIFT+ENTER. To select a command, press DOWN ARROW.) |

### Survey Page

|  |  |
| --- | --- |
| To Do This | Press |
| Activate or put the focus on the Actions menu. | ALT+C (To open the menu, press SHIFT+ENTER. To select a command, press DOWN ARROW.) |
| Activate or put the focus on the Respond to this Survey button. | ALT+N |
| Activate or put the focus on the Export Results to spreadsheet command.This command is located on the Actions menu. | ALT+C (To open the menu, press SHIFT+ENTER. To select a command, press DOWN ARROW.) |
| Activate or put the focus on the Show a graphical summary of responses link. | ALT+R |
| In a form for editing a survey response, select the Save and Close button. | ALT+S |
| Activate or put the focus on the Show all responses link. | ALT+U |
| Activate or put the focus on the Settings menu. | ALT+I |
| Activate or put the focus on the Next Page button. | ALT+N |

### All Site Content Page

|  |  |
| --- | --- |
| To Do This | Press |
| Activate or put the focus on the Create link. | ALT+N |

### Discussion Board

|  |  |
| --- | --- |
| To Do This | Press |
| Activate or put the focus on the Add new discussion link. This requires the main content area to have the active focus (Press ALT+X). | TAB (Press repeatedly until you reach the Add new discussion link.) |

### Calendar View

|  |  |
| --- | --- |
| To Do This | Press |
| Activate or put the focus on the Day view link This requires the ribbon to have the active focus. Press ALT+/ to place focus on the Site Actions menu, and then press TAB repeatedly until you reach the ribbon tab that you want. | TAB (Press repeatedly until you select Day on the Calendar tab.) |
| Activate or put the focus on the Week view linkThis requires the ribbon to have the active focus. Press ALT+/ to place focus on the Site Actions menu, and then press TAB repeatedly until you reach the ribbon tab that you want. | TAB (Press repeatedly until you select Week on the Calendar tab.) |
| Activate or put the focus on the Month view linkThis requires the ribbon to have the active focus. Press ALT+/ to place focus on the Site Actions menu, and then press TAB repeatedly until you reach the ribbon tab that you want. | TAB (Press repeatedly until you select Month on the Calendar tab.) |
| In a date picker control, move to the previous month | ALT+< |
| In a date picker control, move to the next month  | ALT+> |

### Web Part Page

|  |  |
| --- | --- |
| To Do This | Press |
| Move to the next Web Part. | ALT+W |
| Open the Web Part menu. This requires that the Web Part have the active focus. Press ALT+X to skip to the main content, then press ALT+W repeatedly until you select the title for the Web Part that you want. Press TAB to select the menu. | ENTER |
| Edit a Web Part. This requires that the Web Part menu have the active focus. Press ALT+W repeatedly until you select the title for the Web Part that you want, press TAB, and then press ENTER. | TAB (Press repeatedly until Edit Web Part is selected) |
| Save property changes in the Web Part tool pane, and then close the tool pane. | ALT+O |
| Save property changes in the Web Part tool pane, and keep the tool pane open. | ALT+Y |
| Cancel property changes in the Web Part tool pane, and then close the tool pane. | ALT+C |
| Add the selected Web Part in the Add Web Parts pane to a Web Part Page. | TAB (Press repeatedly until Add is selected) |
| Move to the previous item in a drop down list, menu, or submenu. | UP ARROW |
| Move to the next item in a drop down list, menu, or submenu. | DOWN ARROW |

## Getting Help

The SharePoint Help window displays topics and other Help content from Microsoft and is available through the question mark icon. This table describes keyboard shortcuts that you can use with the Help window.

|  |  |
| --- | --- |
| To Do This | Press |
| Open the Help window. | ALT+6 |
| Close the Help window. | ALT+F4 |
| Switch between the Help window and the active program. | ALT+TAB |
| Perform the default action for the selected item. | ENTER |
| In the Help and how-to window, select the next or previous item. | TAB or SHIFT+TAB |
| In the Help topic, expand or collapse the selected item. | ENTER |
| Select the next hidden text or hyperlink. This includes Show All or Hide All at the top of a topic. | TAB |
| Select the previous hidden text or hyperlink. | SHIFT+TAB |
| Perform the action for the selected Show All, Hide All, hidden text, or hyperlink. | ENTER |
| Move back to the previous Help topic (Back button). | ALT+LEFT ARROW or BACKSPACE |
| Move forward to the next Help topic (Forward button). | ALT+RIGHT ARROW |
| Scroll small amounts up or down within the currently displayed Help topic. | UP ARROW, DOWN ARROW |
| Scroll larger amounts up or down within the currently displayed Help topic. | PAGE UP, PAGE DOWN |
| Stop the last action (Stop button). | ESC |
| Refresh the window (Refresh button). | F5 |
| Print the current Help topic. Note   If the current Help topic is not the active window, press ALT+F6, and then press CTRL+P. | CTRL+P |
| Type text in the search box. | TAB (Press repeatedly) |
| Select the previous hyperlink.  | SHIFT+TAB |
| Print the current Help topic. | CTRL+P |