

# CCSQ QualityNet Slack Navigation Basics

# Save time using keyboard shortcuts

## Global shortcuts

- Preferences
- Open Quick Switcher
- View shortcuts

## Channel navigation

- Next or previous channel in list
- Next or previous unread channel
- Back or forward in history
- Mark channel as read
- Mark all channels as read
- Browse direct messages
- Change font size
- Move focus to the next element
- Move focus to the previous element
- Set a status

## Messages

- Mark message unread
- Edit your last message
- React to latest message
- Upload a file

## Mac

- cmd ⌘
- cmd ⌘ k
- cmd ⌘ /

- opt ⌥ ↑ ⌘ ↓
- opt ⌥ shift ↑ ⌘ ↓
- cmd ⌘ [ ⌘ ]
- esc
- shift esc
- cmd ⌘ shift K
- cmd ⌘ + cmd ⌘ -
- tab
- shift tab
- cmd ⌘ shift Y

- opt ⌥ Click a Message
- ↑ in empty message field
- cmd ⌘ shift \
- cmd ⌘ U

## Windows

- Ctrl ⌘
- Ctrl ⌘ K
- Ctrl ⌘ /

- Alt ⌥ ↑ ⌘ ↓
- Alt ⌥ Shift ↑ ⌘ ↓
- Alt ⌥ [ ⌘ ]
- Esc
- Shift Esc
- Ctrl ⌘ Shift K
- Ctrl ⌘ + Ctrl ⌘ -
- Tab
- Shift Tab
- Ctrl ⌘ Shift Y

- Alt ⌥ Click a Message
- ↑ in empty message field
- Ctrl ⌘ Shift \
- Ctrl ⌘ U