

FREQUENTLY USED SHORTCUTS

To do this	Press
Display keyboard shortcuts.	?
Select all items.	Ctrl+A
Clear all or navigate to the previous folder.	Esc
Select the adjacent item.	Arrow keys
Select and deselect a file.	Spacebar
Open the selected item.	O
Open a document from an Internet site.	Ctrl+O, type or select a URL, and then Enter.
Upload an item.	U, type or paste the name of the file, and then Alt+O.
Download the selected item.	Shift+F10, Down arrow key until you reach the Download option, and then Enter. Tab key until you reach the Save button, then Enter.
Delete the selected item.	Delete
Share the selected folder or file.	S
Rename the selected file.	F2
Refresh the window.	F5
Open the New menu.	N
Create a new folder.	Shift+F, Spacebar, and then type the folder name.
Display or hide the Details pane.	I
Toggle between the List and Grid view.	V

NAVIGATE IN ONEDRIVE FOR BUSINESS

To do this	Press
Move between the browser bar and OneDrive for work or school.	F6 or Ctrl+F6
Move between the OneDrive for work or school regions.	Tab key or Shift+Tab
Move through the list of items (in the Navigation pane or Files list).	Up or Down arrow key
Select a file or clear a file selection (in the Files list).	Spacebar
Get information about the selected file, for example, the file name (in the Files list).	Right or Left arrow key
Open the context menu for the selected item.	Shift+F10