

Mastering SLACK Shortcuts

A Comprehensive Guide to Boosting Productivity in SLACK

SLACK Keyboard Shortcuts

Keyboard shortcuts in SLACK are a great way to increase productivity by quickly navigating through the interface, formatting your messages, and managing your workspace. Below is a comprehensive list of commonly used shortcuts:

Navigational Shortcuts

- **Switch to Next Channel or DM:** Ctrl + Tab (Windows) / Command + Shift +] (Mac)
- **Switch to Previous Channel or DM:** Ctrl + Shift + Tab (Windows) / Command + Shift + [(Mac)
- **Open the Quick Switcher:** Ctrl + K (Windows) / Command + K (Mac)
- **Move to the Next Unread Channel or DM:** Alt + Shift + ↑/↓ (Windows) / Option + Shift + ↑/↓ (Mac)
- **Open Direct Messages:** Ctrl + Shift + K (Windows) / Command + Shift + K (Mac)

Messaging Shortcuts

- **Bold Text:** Ctrl + B (Windows) / Command + B (Mac)
- **Italicize Text:** Ctrl + I (Windows) / Command + I (Mac)
- **Strikethrough Text:** Ctrl + Shift + X (Windows) / Command + Shift + X (Mac)
- **Quote Text:** Ctrl + Shift + 9 (Windows) / Command + Shift + 9 (Mac)
- **Create a List:** Ctrl + Shift + 8 (Windows) / Command + Shift + 8 (Mac)
- **Format Inline Code:** Ctrl + Shift + C (Windows) / Command + Shift + C (Mac)

Action Shortcuts

- **Mark All Messages as Read:** Esc
- **Mark Channel as Read:** Shift + Esc
- **Open Mentions & Reactions:** Ctrl + Shift + M (Windows) / Command + Shift + M (Mac)
- **Open Threads View:** Ctrl + Shift + T (Windows) / Command + Shift + T (Mac)
- **Open Channel Settings:** Ctrl + Shift + L (Windows) / Command + Shift + L (Mac)

Miscellaneous Shortcuts

- **Search in Current Channel:** Ctrl + F (Windows) / Command + F (Mac)
- **Start a New Line:** Shift + Enter
- **Delete Message:** Delete (after selecting a message)
- **Emoji Picker:** Ctrl + Shift + \ (Windows) / Command + Shift + \ (Mac)
- **Open Keyboard Shortcuts List:** Ctrl + / (Windows) / Command + / (Mac)

These shortcuts can assist in streamlining your workflow and minimizing the need to use a mouse, allowing you to focus more on communication rather than navigation. For a complete list, you can always access the shortcuts by pressing Ctrl + / (Windows) or Command + / (Mac) while in SLACK.

