



Gmail Training

Tasks Keyboard Shortcuts

Overview

Tasks is a Gmail feature designed to help you keep track of the things you need to do. You can create lists of items, set due dates and notes, and even add Gmail messages directly to Tasks. For more information on Gmail's Tasks function, see Gmail Training lesson 10, "Manage your Responsibilities with Tasks."

You will need to enable Keyboard shortcuts to use these features. To enable Keyboard shortcuts, click Settings, under the General tab select "Keyboard shortcuts on." Click Save Changes; now you can use all of the below features.

Keyboard Shortcuts for Tasks:

| Start Location | Shortcut Key | Action |
|---------------------|----------------|---|
| In Gmail | Shift + T | Create a task based on the open message |
| | G and then K | Open Tasks, or shift the cursor from Gmail to Tasks |
| In the Tasks Window | Tab | Moves the task to the right, creating a subtask |
| | Shift + Tab | Moves tasks left |
| | Control + Up | Moves the task up |
| | Control + Down | Moves the task down |
| | Shift + Enter | Edit task details, including due dates or notes |
| | Esc | Close Tasks |
| | Shift + Esc | Shift the cursor from tasks to Gmail |