Wrike

Workspace Shortcuts

Keep your fingers on the keyboard! Navigate your Workspace and manage your tasks even faster with the keyboard shortcuts.

Keyboard Shortcut	Function
Alt + Shift + N	Creates a new task.
Shift + Left Click	Creates a new task on the Timeline and Workload Views.
Alt + Shift + S	Places your cursor in the search box so that you can begin typing.
Alt + Shift + O	Opens the task you are currently looking at in a new tab.
Alt + Shift + F	Opens the task you are currently looking at in fullscreen mode, or exits fullscreen mode if you are already in it.
Alt + Shift + Enter	Changes the task's status from completed to active or vice versa.
Alt + Shift + Esc	Closes the Task View panel.
Alt + Shift + .	Assigns or unassigns the task from you.
Alt + Shift + ,	Opens the dialogue box to add an assignee.
Alt + Shift + [	On the List View, selects the task above the task you currently have selected.
Alt + Shift +]	On the List View, selects the task below the task you currently have selected.
Alt + Shift + ?	Opens a list of available keyboard shortcuts.
Ctrl + Alt + Shift + ↑ Ctrl + Alt + Shift + ↓	Moves the selected task up or down when sorting by priority in the List View.
Ctrl + Alt + Shift + PgUp Ctrl + Alt + Shift + PgDown	Moves the task to the top or bottom of the list when sorting by priority in the List View.
Shift + Enter	Posts a comment (before using this shortcut: first click in the comment section and type your comment).