# Microsoft Teams

The following tables are listing important keyboard shortcuts. Using keyboard shortcuts is the key to working efficiently with software applications.

## Important Keyboard Shortcuts*

| | | | |
|---|---|---|---|
| Activity | Ctrl + 1 | Go to Search | Ctrl + E |
| Chat | Ctrl + 2 | Start a New Chat | Ctrl + N |
| Teams | Ctrl + 3 | Reply to thread | R |
| Calendar | Ctrl + 4 | Open Help | F1 |
| Calls | Ctrl + 5 | | |
| Files | Ctrl + 6 | | |

*The different areas on the menu bar can be accessed with the keyboard shortcuts mentioned. If you have rearranged the windows in a different order, adjust the shortcuts accordingly. You can always reach the topmost window by pressing Ctrl + 1.*

Print this page and keep the keyboard shortcuts within reach until you have mastered them.