The Ultimate **Slack Cheat Sheet**

Slack User Interface

SEARCH BOX

PROFILE

Workspaces you're currently logged in.

Public channels with specific or all team members.

MESSAGE PANEL

Direct Messages

Apps in your Workspace.

MESSAGE FIELD

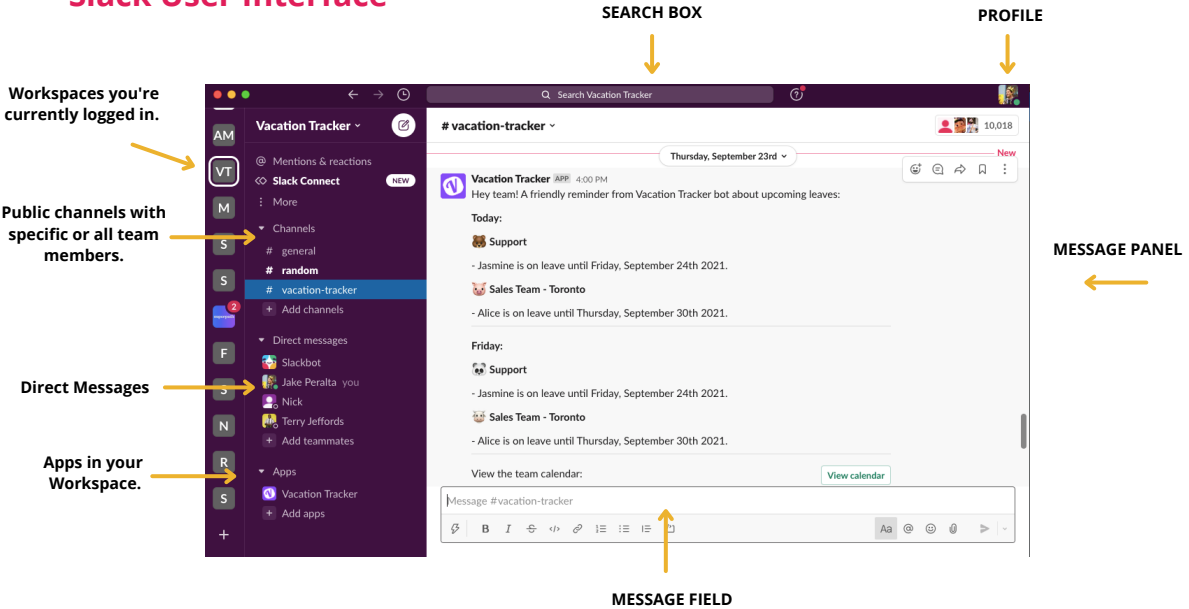## Glossary

- **Channel** - Channels are spaces for all the team members, tools, and files you need to get work done in Slack. Channels can be created for different teams, topics, and projects.

- **Direct message (DM)** - Direct messages are one-to-one conversations between you and another member.

- **Group direct message (Group DM)** - Group direct messages are smaller discussions, outside of channels, between you and up to eight other members.

  Full Glossary is available at Slack Glossary.

- **Mention (@mention) -** When you send a message and include an @mention, the person you mention will be notified.

- **Reminders** - Slack allows setting reminders in order not to forget important things such as meetings, to-do items, and more.

- **Slackbot** - Slackbot is a built-in bot in Slack.

- Huddles - A voice-only conversation in a Slack channel or direct message.

Slack Guests

- **Single-Channel Guest** - A role in Slack that gives someone access to one channel in the workspace. This type of guest role is only available on paid plans, and they do not have access to Slack apps.

- **Multi-Channel Guest** - A role in Slack that gives someone access to one or more channels in the workspace. This type of guest role is only available on paid plans. Multi-channel guests have access to Slack apps.

Keyboard Shortcuts

General	Conversations
New Message - **Command + N** Set Your Status - **Command + Shift + Y** Upload a file - **Command + U** Start a search - **Command + G** Search in the current conversation - **Command + F** Toggle mute on a Slack call - **M** Toggle video on a call - **V** Invite people to a call - **+ or A** Use an emoji reaction on a call - **E** Toggle full screen view - **Ctrl + Command + F** Open the directory - **Command + Shift + E** Open Help - **F1**	Jump to a conversation - **Command + K** Jump to the most recent unread message in a conversation - **Command + J** Jump to previous unread channel or direct message (DM) **- Option + Shift + Up** Jump to next unread channel or DM **- Option + Shift + Down** View Mentions & reactions - **Command + Shift + M** Browse channels - **Command + Shift + L** Open the Threads view - **Command + Shift + T** Browse DMs - **Command + Shift + K** Move focus to the next section **- F6**

Messages	Format Messages
Edit a message you sent - **E** Delete a message you sent - **Delete** Open or reply to a thread - **T** Share a message - **S** Mark all messages above the message in focus as unread - **U** Create a reminder about a message - **M** Add an emoji reaction to a message - **R** Pin or unpin a message - **P** Save a message (or remove a message from Saved items) - **A** Slack Keyboard Shortcuts	Select text to the beginning of the current line - **Shift + Up** Select text to end of the current line - **Shift + Down** Bold selected text - **Command + B** Italicize selected text - **Command + I** Strikethrough selected text - **Command + Shift + X** Hyperlink selected text - **Command + Shift + U** Quote selected text - **Command + Shift + 9** Code selected text - **Command + Shift + C** Format selected text as a bulleted list - **Command + Shift8** Format selected text as a numbered list - **Command + Shift + 7** Undo formatting - **Command + Z**

Top Integrations

õ **Officevibe -** Officevibe is an app for managers and teams that helps them tackle challenges and amplify strengths.

Vacation Tracker - Team members can book any type of leave and managers can easily approve or deny leave requests, both without ever leaving Slack.

Polly - Polly is an engagement app that captures instant, contextual feedback from your team in seconds.

Advanced Tips

- **Star Messages** - Clicking the Star allows you to bookmark any important message — and keep all these important messages in one place.
- **Set Highlight Words** - To stay on top of important notifications without getting distracted by unrelated conversations, set your "My keywords." (Example: lunch break!)
- **Add Emojis with Autocomplete** - Instead of clicking on the emoji icon and wasting time looking, you can use an emoji keyboard shortcut +:[character] and start typing to find what you're looking for. (Example: +:cake)