

Table 1: Document Structure

WHAT	HOW	FUNCTION
Cycle (expand/hide) tree (headlines)	TAB	org-cycle
Global cycling	S-TAB	org-global-cycle
Next heading	C-c C-n	outline-next-visibility-heading
Previous heading	C-c C-p	outline-previous-visibility-heading
Up to higher level	C-c C-u	outline-up-heading
Jump to other place	C-c C-j	org-goto
Insert new heading on same level	C-RET	org-insert-heading-respect-content
Insert new TODO heading on same level	S-C-RET	org-insert-todo-heading-respect-content
Insert new checkbox	M-S-RET	
Move item	M-[←↑↓→]	
Move item with subitems	M-S-[←↑↓→]	
Toggle state or checkbox	C-c C-c	
Add time-stamped note	C-c C-z	
Filter in sparse tree	C-c /	org-sparse-tree
Filter with RegEx	C-c / r	org-occur
goto next match (sparse tree)	M-g n	next-error
goto previous match (sparse tree)	M-g o	previous-error
Footnote	[fn:: a good caption]	
Footnote with label	[fn:label: a good caption]	
Footnote Reference	[fn:label]	
Jump between footnote and reference (footnote)	C-c C-c	
Shortcuts for entering example	<e TAB	
Available shortcuts for completion	M-x describe-variable RET org-structure-template-alist	

Table 2: Tables

WHAT	HOW	FUNCTION
Re-align table	C-c C-c	org-table-align
Move to next field and re-align	TAB	org-table-next-field
Move to next row and re-align	RET	org-table-next-row
Move column left/right	M-[←→]	org-table-move-column-(left right)
Move column up/down	M-[↑↓]	org-table-move-row-(up down)
Insert vertical bar below row	C-c -	org-table-insert-hline
Sum numbers of current column	C-c +	org-table-sum
Export table		org-table-export
Table formular (below table)	#+TBLFM: \$3 = \$1 + \$2	
Incremetal numbers (TBLFM)	#+TBLFM: \$1=-1 + 1::02\$1=1	

Table 3: TODO items

WHAT	How	FUNCTION
Rotate TODO state	C-c C-t	org-todo
Show TODO items in sparse tree	C-c / t	org-show-todo-key
Show global TODO list in agenda	C-c a t	org-todo-list
Insert new TODO below	M-S-RET	org-insert-todo-heading
Toggle ORDERED flag for father-heading	C-c C-x o	org-toggle-ordered-property
Set priority	C-c ,	org-priority
Priority up/down	S- [↑↓]	org-priority-(up down)
Per-file keywords (!...timestamp; @...note)	#+TODO: TODO(t) FEEDBACK(f) DONE(d!) CANCELED(c!@)	
Define task ID (properties)	:ID: <i>my-id</i>	
Define blocking task (properties)	:BLOCKER: <i>other-id</i>	
Define trigger for setting NEXT (properties)	:TRIGGER: chain-siblings(NEXT)	
Adding statistics cookies to TODO (headings)	[/] or [%] → [2/5] or [42%]	

Table 4: Tags

WHAT	How	FUNCTION
Tag current headline	C-c C-q	org-set-tags-command
Tag current headline (headline)	C-c C-c	org-set-tags-command
Create sparse tree with matching tags	C-c \	org-match-sparse-tree
Create global agenda list of matching tags	C-c a m	org-tags-view
Create global agenda list of matching TODO items with tags	C-c a M	org-tags-view
Adding tags manually (end of headline)	:TAGNAME1:TAGNAME2:	
Setting default tags per file	#+TAGS: { @work @home } projectxy	

Table 5: Dates and Times

WHAT	How	FUNCTION
Insert timestamp	C-c .	org-time-stamp
Change current date by one day (timestamp)	S- [←→]	org-timestamp-(down up)-day
Change current dateelement by one (timestamp)	S- [↑↓]	org-timestamp-(up down)
Add deadline	C-c C-d	org-deadline
Add scheduled date	C-c C-s	org-schedule
Removing deadline/scheduled datestamp	C-u C-c C-d OR C-u C-c C-s	
Sparse tree with deadlines (already due or close)	C-c / d	org-check-deadlines
Defining repeated tasks (timestamp)	DEADLINE: <YYYY-MM-DD DoW +2d>	
Repetition interval starting with last DONE date (timestamp)	DEADLINE: <YYYY-MM-DD DoW .+2d>	
Never show multiple tasks even if unsolved (timestamp)	DEADLINE: <YYYY-MM-DD DoW ++2d>	
Clone (recurring) event with timeshift	C-c C-x c	org-clone-subtree-with-time-shift
Defining durations (timestamp)	13:00+2:15 or 13:00-15:15	

Table 6: Capture — Refile — Archive

WHAT	How	FUNCTION
Capture	C-c c	org-capture
Close capture	C-c C-c	org-capture-finalize
Refile (and close capture)	C-c C-w	org-capture-refile
Kill capture (abort)	C-c C-k	org-capture-kill
Visit capture template	C-u C-c c	
Visit last stored capture	C-u C-u C-c c	
Archive current entry	C-c C-x C-a	org-archive-subtree-default
Set per-file archive	#+ARCHIVE: %s.done::	
Toggle ARCHIVE tag	C-c C-x a	org-toggle-archive-tag
Check direct children for archiving	C-u C-c C-x a	