

# Skype shortcut helps to work faster when chatting

With Skype shortcuts, users can fully experience more unique features on Skype and faster operations when chatting with friends on Skype.

As one of the popular software, chat applications, voice calls or free text messaging today, Skype helps users to freely exchange or call video calls with sharp quality to friends. However, there are many other useful features of this software that are obscure, such as shortcuts when used on Skype.

With Skype shortcuts, we will experience more exciting new features on Skype that you do not know. In particular, the operations used on Skype via shortcuts will be faster, much more convenient.

## Shortcuts used on Skype

### 1. Group of voice calls on Skype:

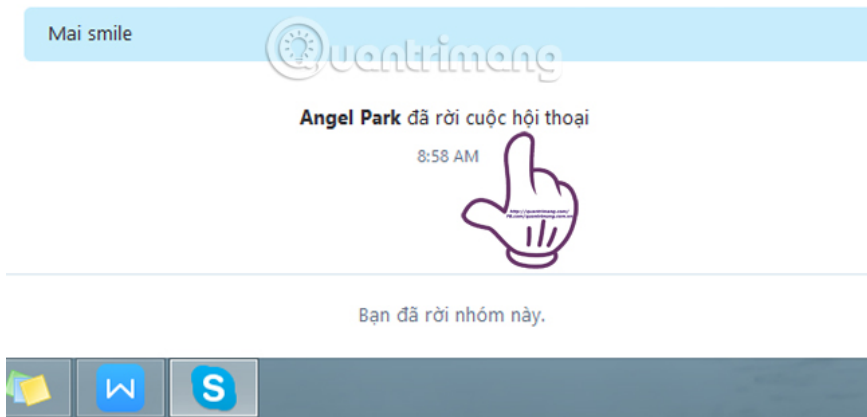
1. **Alt-PgUp** : Answer the call.
2. **Ctrl-Alt-PgUp** : Answer a video call
3. **Undefined** : Switch to silent mode.
4. **Alt-PgDn** : Reject / Hold the call.

### 2. Group commands on the screen:

1. **Ctrl + E** : Switch between Event History and Contact List
2. **Ctrl + U** : Show / hide offline contacts
3. **Ctrl + W** : Hide Skype screen
4. **Ctrl + Q** : Exit Skype
5. **Ctrl + F** : Search for chat
6. **F3 / Shift-F3** : Search forwards / backwards for searches (after pressing Ctrl + F).
7. **Ctrl + W** : Close / hide the chat window.
8. **F6**: Switch to fast filter.
9. **Escape** : Clear the quick filter

### 3. Skype chat group:

1. **/ me something** : Other people will see any action when you click this command.Example: "Mai smile" will display a smiley.
2. **/ leave** : Leave the conversation.



The above are some shortcuts when we make conversations on Skype. Hopefully with these shortcuts, users will discover more useful features and efficient use of this free Skype chat software.

Refer to the following articles:

1. These 3 simple ways help you block "completely" ads on Skype
2. How to use Skype on the web
3. Guide to chat with lots of Skype nick on the same computer

I wish you all success!

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