



Navigation Shortcuts

Basic Navigation

<code>j / k</code>	Select next/previous file or folder in the list.
<code>o</code>	Open the selected file or folder.
<code>Enter</code>	Open the selected file or folder (same as <code>o</code>).
<code>Shift + t</code>	Open the selected file in a new tab.
<code>n</code>	Open a new document (Docs, Sheets, Slides, Forms).
<code>g + l</code>	Go to 'My Drive'.

File Management Shortcuts

File Operations

<code>v</code>	Move the selected file or folder to a different location.
<code>Shift + f</code>	Add the selected file or folder to 'My Drive'.
<code>Shift + z</code>	Add to folder (similar to <code>Shift + f</code> , but opens a dialog).
<code>c</code>	Create a new folder.
<code>Shift + m</code>	Move selected file/folder to a folder.
<code>s</code>	Star/unstar the selected file or folder.

Document Editing Shortcuts (Google Docs)

Formatting

<code>Ctrl + b</code> (Cmd + b)	Bold text.
<code>Ctrl + i</code> (Cmd + i)	Italicize text.
<code>Ctrl + u</code> (Cmd + u)	Underline text.
<code>Ctrl + Shift + 7</code> (Cmd + Shift + 7)	Numbered list.
<code>Ctrl + Shift + 8</code> (Cmd + Shift + 8)	Bulleted list.
<code>Ctrl + Shift + e</code> (Cmd + Shift + e)	Align center.

Spreadsheet Shortcuts (Google Sheets)

Cell Editing

<code>F2</code>	Edit the selected cell.
<code>Ctrl + Enter</code> (Cmd + Enter)	Keep the cursor in the current cell after editing.
<code>Alt + Enter</code> (Option + Enter)	Start a new line within the cell.
<code>Ctrl + Shift + ;</code> (Cmd + Shift + ;)	Insert current time.
<code>Ctrl + ;</code> (Cmd + ;)	Insert current date.
<code>Ctrl + Shift + Space</code> (Cmd + Shift + Space)	Insert non-breaking space.

Moving Around

<code>g + t</code>	Go to 'Shared with me'.
<code>g + n</code>	Go to 'Recent'.
<code>g + b</code>	Go to 'Starred'.
<code>g + d</code>	Go to 'Trash'.
<code>g + a</code>	Go to 'Computers'.
<code>Esc</code>	Close dialog box, or go back to Drive from a document.

Renaming and Deleting

<code>Shift + r</code>	Rename the selected file or folder.
<code>#</code>	Move the selected file or folder to the trash.
<code>Shift + a</code>	Create a shortcut to the selected file.
<code>Shift + s</code>	Report abuse.
<code>Shift + q</code>	Search in Drive.
<code>Shift + /</code>	Open the list of keyboard shortcuts.

Navigation and Editing

<code>Ctrl + z</code> (Cmd + z)	Undo.
<code>Ctrl + y</code> (Cmd + Shift + z)	Redo.
<code>Ctrl + k</code> (Cmd + k)	Insert link.
<code>Ctrl + Alt + m</code> (Cmd + Option + m)	Insert comment.
<code>Ctrl + Shift + c</code> (Cmd + Shift + c)	Word count.
<code>Ctrl + Alt + f</code> (Cmd + Option + f)	Open file menu.

Navigation and Selection

<code>Ctrl + Space</code> (Cmd + Space)	Select entire column.
<code>Shift + Space</code>	Select entire row.
<code>Ctrl + Shift + Down</code> (Cmd + Shift + Down)	Select all cells below the current cell until the last non-empty cell.
<code>Ctrl + Shift + Right</code> (Cmd + Shift + Right)	Select all cells to the right of the current cell until the last non-empty cell.
<code>Ctrl + Home</code> (Cmd + Home)	Go to the first cell (A1).
<code>Ctrl + End</code> (Cmd + End)	Go to the last cell containing data.