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## LIST OF KEYBOARD SHORTCUTS

This document contains description of efficiency increasing shortcuts

#### 1. ARSCLIP

ArsClip related ...

# 1.1. clipboard history item pick

press 2 (needs arsclip (google download arsclip)) -- get the second latest entry from my clipboard

# 2. BASH SHORTCUTS

the most useful bash shortcuts:

Very could resource:

http://ss64.com/bash/syntax-keyboard.html

## 2.1. delete all the text from the cursor till the end of the line

delete all the text from the cursor till the end of the line. Note this will "kill" or store the cut text into the buffer, which could be later on pasted or yanked with Ctrl + Y

## 2.2. move your cursor to the beginning of the line

move your cursor to the beginning of the line

## 2.3. move your cursor to the end of the line

move your cursor to the end of the line

## 2.4. delete any characters from your cursor to the end of the line

delete any characters from your cursor to the end of the line

## 2.5. delete any characters from your cursor to the beginn

delete any characters from your cursor to the beginn

# 2.6. yank/recover the last deletion

yank/recover the last deletion or "paste text".

## 2.7. move forward a word

move forward a word

# 2.8. move backward a word

move backward a word

#### 2.9. delete from the cursor till the end of the word

delete from the cursor till the end of the word

## 2.10. delete from the cursor till the beginning of the word

delete from the cursor till the beginning of the word

## 3. BROWSERS SHORTCUTS

#### 3.1. Select browser's address field

Go to (select) the address field in the browser or file explorer in Windows

#### 4. COMMON GUI

Common UI interface shortcuts

## 4.1. Copy a selected item

copies the selected item - it could be text, file(s), folders etc.

## 4.2. Cut ( or move) th selected item

moves(cuts) the selected item in the clipboard- it could be text , file(s) , folders etc. The selected item could be later on pasted in the appropriate environment

## 4.3. Paste an item from the clipboard into a selected area

pastes ( drops) the selected item from the clipboard- it could be text , file(s) , folders etc - see the copy and cut actions

# 4.4. find something

Find, Search for something - opens some search dialog

## 4.5. Find and replace

Opens find and replace dialog - many

## 4.6. find something

Find , Search for something - opens some search dialog , Ctrl + F findls the next , Ctrl + F + Shift goes back

## 5. ECLIPSE SHORTCUTS

# 5.1. Jump to next search

Works after Ctrl + F , type search

## 5.2. Build eclipse project

Build eclipse project

#### 5.3. Cycle pages

cycle code pages (Obs, need to be in focus a code file tab first !!!)

#### 6. EXCEL SHORTCUTS

This document contains collection with the most usefull Excel shortcuts in the English language.

## 6.1. Sort ascending a data table column

sorts ascending the actively selected column of the data table

## 6.2. Sort descending a data table column

sorts ascending the actively selected column of the data table

#### 6.3. Switch sheets

switches forth and back the Excel sheets

#### 6.4. Show / hide ribbon

#### 6.5. Edit active cell

opens the activates cell in excel for editing

#### 6.6. Go to the end of the series

goes to the end of the series - very good at accessing large Excel tables

## 6.7. Displays the shortcuts on the Ribbon

Displays the shortcuts on the Ribbon

#### 6.8. Intend left

Intend left

#### 6.9. Select the entire current table column

Select the entire current table column

#### 6.10. Select the entire current row

Select the entire current row

## 6.11. Rename a table after selecting it

Rename a table

## 6.12. change column width

change the width of a column

## 6.13. Jump to table

works only if the table has been named ( menu - design , on the top left in the Ribbon , type the name of the table )

#### 6.14. Convert text to number in Excel

Select the area to convert the text to number and press Alt + Menu + C

## 6.15. Ignore formatting errors in Excel

Select the area to ignore the warning that numbers are stored as text and press the Alt + MenuKey + I

#### 6.16. AutoIncrement data series

Select the area to autoincrement data series - Note that the colum

## 6.17. Open the Name manager

To open the name manager, which will provide you with the names of your sheets as well as other names reffering to other excel objects press the Ctrl + F3

# 7. GMAIL SHORTCUTS

#### 7.1. Select the search field in Gmail

Select the search field in Gmail

## 8. INFORMATICA SHORTCUTS

# 8.1. Validate mapping

Validate the whole mapping. . Remember to save the changes to the reposotory with Ctrl + S afterwards

## 8.2. Repository - Close All Tools

Repository - Close All Tools. In informatica Workflow Manager close all the tools. Requires that the wf mgr is open and you have been logged into the repository

## 8.3. Refresh - mapping

Select the session in the right pane of the Workflow Manger, right click and M to refresh the mapping

# 8.4. Validate - mapping

After the refreshing of the mapping, validate it by right click and V

#### 8.5. Validate workflow

Validate the whole workflow. Remember to save the changes to the reposotory with Ctrl + S afterwards

## 8.6. View file, folder in read-only mode

View file, folder in read-only mode

#### 9. PUTTY

## 9.1. Paste text in terminal

Paste the text from the Windows clipboard to the terminal opened in putty, better than right-click because right-click does eat some

## 10. SQL SERVER MANAGEMENT STUDIO

# 10.1. Output result in text format

The next time in F5 is pressed the output will be in text format.

## 10.2. Output result in grid

The next time in F5 is pressed the output will be in grid format

## 10.3. Show / hide the result output window

Show / hide the result output window

## 11. TEXTPAD

#### 11.1. Select the document selector in TextPad

Select the Document selector in TextPad. Press a letter, it will jump to the first file name starting with that letter.

## 11.2. Toggle bookmark

Set a bookmark in one source file

# 11.3. Jump to the next bookmark

Go to the next bookmark in this same source file

## 11.4. Jump to the previous bookmark

Go to the previous bookmark in this same source file

## 11.5. Find and replace

Opens find and replace dialog

#### 11.6. Activate the Command Results window

Activate the Command Results window.

#### 11.7. Activate the Search result window

Activate the Search Results window.

## 12. VIM SHORTCUTS

Vim the mighty

## 12.1. Jump to (Go to) line number

Go to (Jumpu to) line number

## 12.2. undo the latest action

Undo the latest action in Visual Mode

#### 12.3. redo the latest action

redo the latest undone action in Visual Mode

## 12.4. Go to where you where

-(Press 'twice ) jump back to line (where you came from)

## 13. WINDOWS OS SHORTCUTS

#### 13.1. minimize window

Minimize the current window

## 13.2. set a window on the left / right half

set a window on the left / right half

# 13.3. Activate the Taskbar

Activate the taskbar, You use the arrows after that to cycle the taskbar items

## 13.4. Select, unselect items

Select, unselect items

## 13.5. Cycle taskbar items

Focus and scroll through items on the taskbar.

# 13.6. Open Start - Run dialog

Open the Run dialog to be able to start something from the command line. Hint: any cmd /c "cmd command" & pause would execute that command and pause

## 13.7. switch programs

switches between the active windows in the Windows OS

## 13.8. Open jump list programs

Opens the Jump List for the application pinned to the taskbar.

## 13.9. Open display settings

Adjust presentation settings for your display

## 13.10. Cycle taskbar items

Focus and scroll through items on the taskbar.

## 13.11. Cycle taskbar items

Cycle the items on the Windows taskbar - note different behaviour on Windows XP and later Windows versions

#### 13.12. REMOTE DESKTOP

## 13.12.1. Exit Remote Desktop Full

#### Window

To Exit from Remote Desktop Full Window use the Ctrl + Alt + Break shortcut sequence.

## 13.13. Mouse right-click

perform the right click in the active area if possible

## 14. VISUAL STUDIO

## 14.1. Recursive find

Recursive find trough the whole project

## 14.2. find the next

Find the next occurence of the search string

## 14.3. Find and Replace

Search and replace

## 14.4. Collapse code

Collapse code snippet

## 14.5. Set a break point

Set a breakpoint

#### 14.6. move backward in code

Browser like backward trough the code

## 14.7. move backward in code

Browser like backward trough the code

## 14.8. Shift tabs

Shift tabs

# 14.9. stop debugging

stop debugging

#### 14.10, fast search

fast search

## 14.11. start debugging

start debugging

# 14.12. Tryf = try and finally block

Tryf = try and finally block

## 14.13. Prop = property with get and set accessor

Prop = property with get and set accessor

## 14.14. Switch

Switch = switch statement with default

#### 14.15. Close all the tabs

Close all the tabs, windows

## 14.16. Open the first window

Open the first window

## 14.17. open the latest file I closed

open the latest file I closed

## 14.18. get to method

go to the methods dropdown, type a letter to get to the name of the method

## 14.19. select the Solution Explorer

select the Solution Explorer

## 14.20. format code

Automatically format code

## 15.

#### **WORD**

## 15.1. Show / hide ribbon

shows / hides the ribbon in Word

# 15.2. Add comment in Word

Add a comment . Note select the text first where to apply the comment to

#### 15.3. show/hide comments in Word

Show or hide the comments of a document in Word 2007, 2010

## 16. EXCEL

Excel related shortcuts. Assign AltGr +E to start excel

## 16.1. Go back to jumped table

When you navigate with Ctrl + G the excel keeps track on the Sheet, cells where you have been. By pressing

Ctrl+G the Excel will present the "jump to" diaglog ,Tab will move the cursor to the lastly previously accessed combinations of the Sheet,cells, scroll down , hit enter will swith to the desired combination

## 16.2. Filter a design table

In Excel click in a design table within a sheet. Press Ctrl + Shift + J

## 16.3. Filter/unfilter a design table

In Excel click in a design table within a sheet. Alt, A, T

## 16.4. apply existing styles

In Excel click in a design table within a sheet. Alt, A, T

# 16.5. Prompt the "Go TO special" box

In Excel , type Alt , type H , type , type fd , type s , choose the type of values to select by choosing the letter ( for example s ) for

http://www.extendoffice.com/documents/excel/772-excel-fill-blank-cells-with-0-or-specific-value.html

#### 17. CHROME

The Crome browser

#### 17.1, close the active tab

close the active tab

## 17.2. Open a tab in the background

Open a tab in the background

#### 17.3. Open a new tab

Open a new tab - Use the following extension <a href="https://chrome.google.com/webstore/detail/new-tabs-at-end/bgogjfbkjgjhonhikkkflpkgpcpfljoa?utm">https://chrome.google.com/webstore/detail/new-tabs-at-end/bgogjfbkjgjhonhikkkflpkgpcpfljoa?utm</a> source=chrome-app-launcher-info-dialog to the end of all the tabs

## 17.4. Select the address field

Select the address field

#### 17.5. Move a tab forth and back in the tabs order

Move a tab forth and back in the tabs order - requires the following extension installed : <a href="https://chrome.google.com/webstore/detail/keyboard-shortcuts-to-reo/moigagbiaanpboaflikhdhgdfiifdodd?">https://chrome.google.com/webstore/detail/keyboard-shortcuts-to-reo/moigagbiaanpboaflikhdhgdfiifdodd?</a>
<a href="https://chrome.google.com/webstore/detail/keyboard-shortcuts-to-reo/moigagbiaanpboaflikhdhgdfiifdodd?">https://chrome.google.com/webstore/detail/keyboard-shortcuts-to-reo/moigagbiaanpboaflikhdhgdfiifdod

#### 17.6. Jumb between the elemements of the page

Jumb between the elemements of the page

## 17.7. Open a link in the background

Open a link in the background

## 17.8. Refresh the page

Refresh the current page

## 17.9. move in a textfield or the adress field with the keyboard

move in a textfield or the adress field with the keyboard

## 17.10. activate a chrome tab based on the title on the tabs loaded html page

This shortcut utilizes the TabMan chrome extension, which could be loaded from the followint url: <a href="https://chrome.google.com/webstore/detail/tabman-tabs-manager/hgmnkflcjcohihpdcniifjbafcdelhlm?hl=en">https://chrome.google.com/webstore/detail/tabman-tabs-manager/hgmnkflcjcohihpdcniifjbafcdelhlm?hl=en</a>

Alt + Z, start typing the search string , use the down arraw key to activate the first match

#### 18. TRADINGVIEW

# 18.1. Trading View

All trading view shortcuts.

Access from:

https://www.tradingview.com/chart/m9d8Mv7c/

# 18.2. search for a ticker, or symbol

Press the symbol key - the key having the dollar sign (\$), on the Finnish Keyboard is the Shift + 4 key kombination

# 18.3. go to the next ticker

go to the next ticker - Space + Down Arrow

## 18.4. go to the previous ticker

go to the previous ticker - Space + Up Arrow

#### 18.5. Go to time

Go to time by - Alt + G

## 18.6. Change the time interval

Comma or,

Change the time interval by typing the comma and typing the interfal in minutes:

Note:

1h is 60 minutes

2h are 120 minutes

4h are 240 minutes

1 day is 1440 minutes

2 days are 2880 minutes

## **19. UBUNTU**

#### 20.

**GITHUB** 

#### 20.1. UBUNTU GNOME TERMINAL

# **20.2. Go to line**

Press simly the I letter and type the number of the line you want to go to  $\dots$ 

## 20.2.1. Swich between tabs in the terminal

To switch back and forth between the differrent tabs in the terminal use the Ctrl + Page Down , Page Up buttons

#### 20.2.2. Copy text from the

#### terminal

Copy text from the terminal use the Ctrl + Shift + C shortcut.

#### 20.2.3. Paste text in the

#### terminal

To paste the copied text from the clipboard to the terminal use the Ctrl + Shift + V shortcut.

# 21. ORACLE VIRTUAL BOX

## 21.1. Remove the keyboard capture from the Guest machine

To remove the keyboard capture from the Guest machine do press the Right Ctrl key , after that the Alt + Tab should work to switch the programs on the host machine

# **22**.

#### **TMUX**

#### 22.1. tmux

The prefix shotcut to start any command aka the << prefix>> shortcut - the default is Ctrl + b , yet herewith the Ctrl + j is used , which is the only shortcut not utilized by bash ...

## 22.2. exit a session in tmux

To exit a sesssion in tmux press the << prefix>> , D shortcut sequence

#### 22.3. the current tmux sesssions

List the current tmux sessions by <<pre>cprefix>>, s. Press the number or the letter of the session displayed to activate it.

## 22.4. lislt windows of this session

List the current tmux sessions by <<pre>erefix>>, w. Press the number or the letter of the session displayed to activate it.

## 23.

# **SUBLIME**

# 23.1. search for everything

Opens a omnibox which will search for everything and first in the name of the open files !!!!

## 23.2. open action omnibox

Will open an omnibox to start perorming actions on pannels etc.