

1. To open a terminal = ctrl + alt + t and close = ctrl + d
2. To move around the text file
 - a. Left – h
 - b. Right – l
 - c. Up – k
 - d. Down – j
3. Page down = ctrl + f
4. Page up = ctrl + b
5. Top of page = shift + h
6. Middle of page = shift + m
7. Bottom of page = shift + l
8. Undo = u
9. Redo = ctrl + r
10. Delete word = dw
11. Delete entire row = dd
12. Copy single word = yw
13. Paste single word = p
14. Copy 10 lines from top to bottom = y10j or y10y
15. Copy 10 lines from bottom to top = y10k
16. 20 spaces = 20 + i + space bar + esc key
17. Increment number = select number + ctrl + a
18. Change a word = cw
19. Change inside braces information
 - a. c + i + braces = ci + [
 - b. ci + shift + {
 - c. ci + shift + < / shift (
20. jump to top of file = gg
21. jump to bottom of file = shift + g
22. move to row starting = ^
23. move to row ending = \$
24. move to 3rd row end = 3\$

- 25. move forward by word = w
- 26. move forward by chunk (period, comma, space, dash.... = shift + w
- 27. move backward by word = b

----- Text manipulation -----

1. Editing

- a. Enter into inset mode = i(text before cursor)
- b. Insert at the end of line = shift + a
- c. Lowercase o = add newline below the cursor.
- d. Shift + o = add newline above the cursor
- e. Combine two lines = shift + j

2. Change case

- a. Shift + tilt (~) bottom: to change lower to upper and vice versa (only single letter).
- b. Upper case letters: g + shift + u + \$
- c. Lower case letters: g u + shift + \$

----- Deleting the text -----

1. Remove

- a. Delete single character = x
- b. Delete line = dd
- c. Delete before the cursor = d + ^
- d. Delete after the cursor = d + \$

2. Replace

- a. Replace word and enter insert mode: small cw

3. Selecting, copying, and pasting

- a. Visual mode = press small v and use h, j, k, l to select the text.
- b. Shift + v = line-wise visual mode
- c. Ctrl + v = block-wise visual mode