**Keyboard Shortcut**

Zap Automation has keyboard shortcuts for various activities to save a user's time. In this document, you will learn various keyboard shortcuts in Zap Automation and their customization techniques in detail.

**File Management:**

* **Ctrl + N** − This keyboard shortcut will create a new blank workspace.
* **Ctrl + O** − If you want to open a workflow, that is created previously, use Ctrl+O keyboard shortcut.
* **Ctrl + S** − It is a very familiar keyboard shortcut. It will save the currently open workflow.
* **Ctrl + W** – To close the workspace.
* **Ctrl + Z** - To reverse your last action, press CTRL+Z. You can reverse more than one action.
* **Ctrl + Y** - To reverse your last Undo, press CTRL+Y. You can reverse more than one action that has been undone.
* **Ctrl + A** – To select all action, place the cursor anywhere in the t editor and press CTRL+A.
* **Ctrl + V** - Place the cursor anywhere in the task editor and press CTRL+V to insert the copied action.
* **Ctrl** + **X** - Cut action will delete that action at the target location, but you can paste it multiple times in other areas.
* **Del** – To delete the specific action.
* **Ctrl + L** - To open Log folder.

**Debugging:**

* **F5** - This function key runs the currently open workflow in debug mode.
* **F3** – Execute only selected action.
* **F8** - With the help of this function key, we can mark the selected activity or task with a breakpoint.
* **F10** - At the time of debugging, this function key enables us to step into a block of activities. Additionally, it will execute the first activity also.

## Workflow Execution:

* **Ctrl + F5** – This combination key executes the currently open workflow.
* **Alt+ Ctrl + K** − This combination key stops the execution of the current workflow. The workflow can be in normal or debug mode.