1. Work with individual issues

 – **A**ssign

– **C**reate

– Co**m**ment

– **E**dit

– **S**hare

– Operations

2. Handle sets of issues

 – Previous

– Next

3. Navigate across Jira Software

 then – Go to the dashboard

 then – Go to Jira boards

 then – Go to issue search

 then  – Administrative search

4.  Boost agility

 – Go to backlog

– Go to active sprints or kanban board

 – Go to reports

 – Move to the previous column

– Move to the next column

 – Hide and show detail view to conserve screen space

– Enable presentation mode

 then – Send the selected issue to the top of the list

 then – Send the selected issue to the bottom of the list