1. Design layout
2. Animate
3. Sequence of layers

Note : while selecting the multiple layers we can use cntrl but while selecting multiple things in the preview section we cannot select multiple things with the help of CTRL only shft works in the the preview panel . but in the layers section control section works perfectly

Note 2 : to select rotation we press R

To select opacity we press t

To select position we select P

To select scale we press S

Note 3 after you have selected one property for some selected layers if u want to select one more common property for all those layers , press shift+(that property) .

Note 4 : work line is the line under the frame line . it is used to decide the length of the video .

Shortcut : if you drah you moving line and then press N the length of the video changes till the length of where the position of your moving blue line is

Note 5 : to see all the properties which have been enabled for a layer(like positions , opacity and scale ) and all the time points for all those properties , just select the layer and press U . they will be listed .