# notepad:

ctrl+shift+u ->to convert selected text to uppercase

ctrl+u -> to convert text to lowercase

ctrl+shift+l -> to delete a line

shift+alt - to horizontally select

when you are finding next occurence of a word using ctrl+f, you will press enter, to go to previous occurence, you can press shift enter or activate backward direction checkbox in ctrl+f pop up

# vs code:

to select text horizontally: alt+shift+moving cursor in desired direction

ctrl+b ->collapses or activates side panel

ctrl+shift+p -> type "format document" -> (click on format document) ->to format document

ctrl+k+w -> to close all open files

if you want to select multiple lines and do a particular operation (like cutting, or typing or something else) : press and hold **alt** and then click on the lines that you want to operate on

to reload window: ctrl+shift+p-> type “Re” -> click on reload window

minimap

Chart, treemap chart

Description automatically generated

to activate/deactivate minimap(the whole view of the code file from top to bottom in a miniature form): ctrl+shift+p-> type “minimap”-> toggle it (to activate/deactivate)

ctrl+e : If you want to search for a file in current project,type the name, press enter after you navigate to the desired file

## new window to open a new project

ctrl+shift+n

## to have list of commands that you can perform

ctrl+shift+p -> if you want to reload window, or select interpreter or some other commands supported by vs code, you can use this shortcut

## terminal related

ctrl+` or ctrl+j -> to open or collapse terminal

ctrl+u -> to clear the long command in terminal

press ctrl+` twice, if you are anywhere else and want to shift cursor/focus to terminal

ctrl+shift+` -> to create a new terminal

## to toggle explorer on and off, or to collapse side pane

ctrl+b

## to select the whole word on which the cursor exists

ctrl+d

## already available shortcuts (link may change in future):

<https://code.visualstudio.com/shortcuts/keyboard-shortcuts-windows.pdf>

## opening current tab in new side panel

ctrl+\

## open new tab in side panel

ctrl+click on the file in explorer view

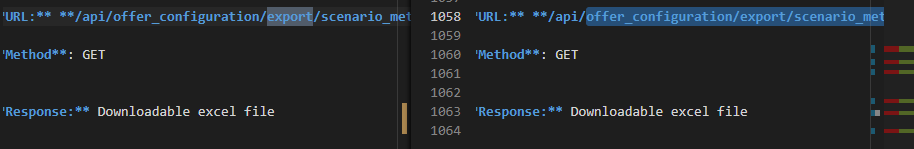
## to get suggestions while coding

type the word and press ctrl+space bar

## status bar



## Navigating/jumping/shifting from one difference to another in git lens



To go to next difference alt+f5

To go to previous difference shift+alt+f5

## To open current file location in file manager

Open the file in the editor, cursor should be in the editor, press shift+alt+r

## To split current file in to two windows

Ctrl+\

## Installing extensions using command palette

Pressing ctrl+shift+p opens control palette with ‘>’ already existing,

Delete that ‘>’ symbol and give “ext install <extension name you want>

And that name will be searched in extensions market place.

## outline

Graphical user interface, text, application

Description automatically generated

This shows what are all the functions /classes available in the current opened file, and also helps us to collapse/expand with the + or – symbol available in the above image, it also helps us quickly jump from one function to another with less or no scrolling

### Focus outline

Ctrl+shift+f, Ctrl+shift+o

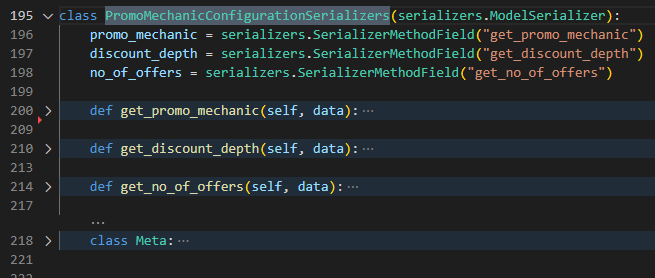
### Collapse all functions in outline

Ctrl+shift+o, Ctrl+shift+c

### Expand all functions in outline

Ctrl+shift+o, Ctrl+shift+e

## Collapsing all methods in a class





Shift+click on the arrow will collapse the methods in a class, again Shift+click will collapse the whole class



Again Shift+click will expand the class and its methods

## creating new shortcuts

almost all actions are available in vs code, if you want to add a new shortcut (the shortcut you want to add must be present as a command) - press ctrl+k+s (k s stands for keyboard shortcuts I think), then type the action, example, if you want to add closing tabs to the right as a shortcut, then type close right, you might see command getting filtered out, then double click on the command and enter key combination of your choice and then

### my custom shortcuts using above method

ctrl+shift+c, ctrl+shift+o – to close all other tabs except the opened one

ctrl+shift+s, ctrl+shift+r – to clear already existing global find (ctrl+shift+f) text

ctrl+shift+e, ctrl+shift+v – to reveal currently opened file in explorer view

# excel

to select all rows,columns (from current cell) containing data -> ctrl+Shift+end

A screenshot of a computer

Description automatically generated with low confidence

# windows:

windows+ctrl+d to create a new desktop and to shift to it

windows+ctrl+(left or right arrow) to shift left and right along desktops

alt+shift -> to shift the keyboard to Dvorak or normal keyboard

shift+f10 - to click

Windows+v -> will store clipboard history so the item you copied before copying another item can also be retrieved, also this helps you to add emojis, emoticons anywhere

windows+ctrl+left/right arrow -> to toggle between left and right desktops

ctrl+delete will remove the word right to the cursor

ctrl+backspace will remove the word left to the cursor

## convert speech to text

press win+h and then start speaking by opening a text editor, it will be converted to text

## maximimize current window

windows button + up arrow

# chrome:

ctrl+shift+a, this will let you easily navigate over tabs by pressing ctrl+shift+a and then searching for keyword and then shift, or to switch to the last active opened tab, press ctrl+shift+enter and then enter again

to open hyperlink in a new tab drag the link to the status bar

alt+d opens the search path where you can type anything and search your query

ctrl+n -> open new tab in new window

in an already open tab on which you have searched something, to move cursor focus to search bar, press "/"

if you want to group a set of tabs you can do that by selecting them,

1. **If the tabs are sequential**, first select the first tab, then press shift and select the last tab of those and then give a right click (tap with 2 fingers on laptop touchpad) and then you can group them
2. **If you want to group tabs which are not sequential**, then click on those tabs while you already clicked on ctrl then give a right click (tap with 2 fingers on laptop touchpad) and then you can group them
3. This is **highly useful** when you are using workona, or if you want to shift a set of tabs from one group to another, or if you want to ungroup a set of tabs

Ctrl+shift+m -> this shortcut will show all profiles that are logged in chrome and we can select any profile by using up/down arrows to load them

## Duplicate tabs

### In same window

alt+d and then alt+enter duplicates the tab

### In new window

Alt+d and then shift+enter

## To reload all tabs

Ctrl+shift+t -> you need to add this extension <https://chrome.google.com/webstore/detail/reload-all-tabs/midkcinmplflbiflboepnahkboeonkam> and add it as a shortcut in here chrome://extensions/shortcuts

## ctrl+f and then ctrl+g

after you search for a particular text on a webpage using ctrl+f command, then you can use ctrl+g to go from one word to another (in the list of finded texts that you have searched in the page)

# command prompt:

type <filepath.ext> will simply return/print the contents of the file

# mysql workbench

ctrl+enter to run the selected query or the the query on which the cursor is present

ctrl+/ to comment the query from the point, where the cursor resides

# Word:

to convert lower case to upper case or vice a versa use shift+f3 or shift+function+f3

ctrl+space will remove all the styles that are applied and will give a clean format, (ex: if you are typing something on bold and italic, and you want to return back to normal format, press ctrl+space)

ctrl+shift+s -> will show information related to headings tables and other structures

ctrl+shift+l -> shortcut to create bullet points

to see heading in current document, alt+w (or click view tab under the title bar), then press k, just press alt+w (leave keyboard), then k

to hide errors in the current document: alt+r or click review tab under title bar, then select language, then select language preferences, then select proofing, then scroll till exceptions, then click on hide grammar errors, then click on spelling errors

alt+up arrow will move the cursor to the home of the sentence (even if the sentence continues to move beyond one line)

alt+down arrow: if you are in the middle of the line and you want to go to the starting of the next line

## headings

headings are the best option to aggregate content in to groups/topics, headings follow hierarchy, i.e., a sub heading (ex: heading 2) created under heading (heading 1) will collapse if you collapse heading 1

ctrl+alt+1 -> heading 1

ctrl+alt+2 -> heading 2

ctrl+alt+3 -> heading 3

alternately you can select headings from styles section in home (alt+h) section

to add a sub heading under current heading, you can right (double) click on the heading visible in navigation pane, then click on “Add a sub heading”

## to embed code in word

Go to Insert tab, Text section, click Object button (it's on the right)

Choose OpenDocument Text which will open a new embedded word document

Copy and paste your code from Visual Studio / Eclipse inside this embedded word page

Save and close

## To get navigation pane

Ctrl+f : this gives 3 sections, headings pages and results, headings shows you the outline of headings in a document (to see which set of information comes under which headline, also gives you a birds eye about what is happening.), pages shows you the pages of the document, results will give you search results if you are trying to find something.

A screenshot of a computer

Description automatically generated with medium confidence

# youtube:

shift+> (greater than symbol) -> increase playback speed

shift+< (less than symbol) -> decrease playback speed

shift + / -> to view all shortcuts

# jupyter lab:

to run all cells at once: ctrl+a, then shift+enter

to collapse output or code, just click on the side bar

to run selected cells at once, select continuous sells using shift and the press ctrl+enter

# nano editor:

ctrl+s -> save

ctrl+x -> exit

# mysql:

to set a database as default for query executions-> use <db name>

# linux:

ctrl+u - cuts text that is to the left side of the cursor and copies it to clipboard

ctrl+y : yank (pastes) the value to the terminal from clipboard

ctrl+k - cuts text that is to the right side of the cursor and copies it to clipboard

ctrl+l -makes the current command look at the top of the window (similar to clear)

ctrl+w - to cut the word before the cursor (or left to the cursor) and to copy it to clipboard

alt+d - to cut the word after the cursor (or right to the cursor) and to copy it to clipboard

to empty the contents of a file: > <filepath.ext> #it simply means we are overwriting the contents of file using empty space

alt+u will make turn all characters left to the cursor to upper case

ctrl+backspace : to cut a word left to the cursor and copy it to clipboard

ctrl+up arrow : this will move to the previous executed command position in the linux terminal

## vi editor:

press escape key to enter in to escape mode

### to go to the end of the file

ctrl+end

### to select all text –

press esc, then press gg, then press V (capital v), then G (capital G) , it is like ggVG (good good Very Good )

### to select all text and copy it

press esc, then press gg, then press V (capital v), then G (capital G)

### to delete a line

in escape mode: to delete a line press key d twice on keyboard

### to go to particular line:

press Esc , type the line number, and then press Shift-g . If you press Esc and then Shift-g without specifying a line number, it will take you to the last line in the file

### to select text from a particular vertical line:

move the cursor to the point where you want to select text vertically, press alt and then move the cursor accordingly in the direction where you want to select the text

### to undo:

press escape and then press u

after opening a file, if the file is large and you want to go to the occurence of a particular word, in escape mode, press forward slash / then type the word you want to search for, then press enter, the cursor will move to that occurence

qa! : close all files and abandon changes, i.e., dont save the changes

### to set numbering:

Press ESC key,At the : prompt type the following command to run on line numbers: set number

To turn off line numbering: type the following command at the : prompt set nonumber

to undo: press escape and then press u

to set numbering by default in vim

1:type "vim ~/.vimrc"

2: add "set number" to existing text in seperate line

3: press esc, then type :wq to save the changes

### pending:

edit multiple lines at once

# windows media player:

when focus is on progress bar, shift + right arrow will forward skip next 15 seconds and goes to 16th second, shift + left arrow will backward skip next 15 seconds and goes to 16th second

# jupyter notebook:

shift+enter: execute current cell and move to next cell (IN SELECT MODE, press enter to start typing code) if it exists, if it does not exist, then create a new cell.

alt+enter: execute current cell and move to next cell (IN EDIT MODE, no need to press enter) if it exists, if it does not exist, then create a new cell.

ctrl+enter: execute current cell and let focus stay on current cell

shift+tab: will show docstring for existing variables or functions

## to install already available famous extensions:

<https://towardsdatascience.com/12-jupyter-notebook-extensions-that-will-make-your-life-easier-e0aae0bd181>

to move cells up (alt+ up ) and down (alt + down)- > activate **move selected cells** extension

By checking the ‘Hinterland’ box, you’ll enable autocompletion on Jupyter Notebooks and would be able to write code like in your favorite editor

# excel:

f2 -> to enter a cell in edit mode

# google chat

A screenshot of a computer

Description automatically generated

## To see list of shortcuts available

shift+?

## To search for a user or space

ctrl+shift+k, search space or user, then scroll to the user you wanted to search by using up or down arrows,

# Google PPT

Ctrl+shift+f – full screen (to exit or activate)

Ctrl+f5 - slideshow or presentation mode

## Inside presentation mode or slideshow

Laser pointer – L

Exit slideshow – esc key

# Udemy

## To increase/decrease playback speed

Shift+> (right side arrow) -> increase playback speed

Shift+< (left side arrow) -> decrease playback speed