

# The Essential Google Drive Keyboard Shortcuts to Know



## Create Actions

<b>Shift + F</b>	Create a new folder
<b>Shift + P</b>	Create a new Presentation
<b>Shift + S</b>	Create a new Spreadsheet
<b>Shift + T</b>	Create a new Document

## General Actions

<b>N</b>	Rename selected item
<b>S</b>	Star or unstar selected item
<b>Z</b>	Move selected item to another folder
<b>Enter</b>	Open selected item
<b>Period</b>	Share selected item
<b>Shift + 3</b>	Delete selected item
<b>Shift + A</b>	Select all visible items
<b>Shift + N</b>	Clear all selections
<b>Shift + /</b>	Open list of all shortcuts
<b>Ctrl + F</b>	Find
<b>Ctrl + P</b>	Print
<b>Ctrl + Z</b>	Undo last action
<b>Ctrl + Shift + Z</b>	Redo last undone action

## Navigation Actions

<b>A</b>	Open the More Actions menu for the currently selected item
<b>C</b>	Open the New Item menu
<b>D</b>	Toggle the Details Pane
<b>F</b>	Open the Folder actions menu
<b>I</b>	Toggle the Activity Pane
<b>R</b>	Open the Sort menu
<b>T</b>	Open the Settings menu
<b>V</b>	Switch between grid and list views
<b>/</b>	Jump to Google Drive search bar

## Selection Actions

<b>Down Arrow</b>	Select next item below
<b>Left Arrow</b>	Select next item to the left
<b>Right Arrow</b>	Select next item to the right
<b>Up Arrow</b>	Select next item above
<b>Shift + Down Arrow</b>	Include next item below in current selection
<b>Shift + Left Arrow</b>	Include next item to the left in current selection
<b>Shift + Right Arrow</b>	Include next item to the right in current selection
<b>Shift + Up Arrow</b>	Include next item above in current selection