

Useful Keyboard Shortcuts

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Keyboard shortcuts are a faster and more ergonomic alternative for mouse-driven actions, allowing you to perform tasks with just a few keystrokes. Whether you're composing emails, crunching numbers in Google Sheets, or simply browsing the web in Chrome, there are keyboard shortcuts for almost every task.

Google Workspace Shortcuts:

Full Article: [Use Google Workspace keyboard shortcuts - Google Workspace Learning Center](#)

Gmail

Full Article: [Keyboard shortcuts for Gmail - Computer - Gmail Help](#)

To see a complete list, open Gmail and press `Shift` + `?`

- Compose new email: `C`
- Send email: `Ctrl` + `Enter`
- Reply to email: `R`
- Forward email: `F`
- Archive email: `E`
- Mark as read/unread: `Shift` + `I`

Drive

Full Article: [Keyboard shortcuts for Google Drive on the web - Computer - Google Drive Help](#)

To see a complete list, open Drive and press `Shift` + `?`

- Create new document: `Shift` + `T`
- Create new spreadsheet: `Shift` + `S`
- Create new presentation: `Shift` + `P`
- Open selected file: `Enter`

- Rename selected file: **N**

Calendar

Full Article: [Use keyboard shortcuts in Google Calendar - Google Calendar Help](#)

To see a complete list, open Calendar and press **Shift** + **?**

- Create new event: **C**
- Edit event: **E**
- Move to next/previous period: **J** / **K**
- Jump to today: **T**
- Go to date: **G**

Google Meet

Full Article: [Use Google Workspace keyboard shortcuts - Google Workspace Learning Center](#)

To see a complete list, in a meeting press **Shift** + **?**

- Mute/unmute microphone: **Ctrl** + **D**
- Enable/disable camera: **Ctrl** + **E**
- Raise/lower hand: **Ctrl** + **Alt** + **H**
- Show/hide people: **Ctrl** + **P**
- Increase/decrease maximum tiles: **Ctrl** + **Alt** + **K** / **J**

Chrome Browser

1. Navigation:

- Open a new tab: **Ctrl** + **T**
- Close the current tab: **Ctrl** + **W**
- Reopen the last closed tab: **Ctrl** + **Shift** + **T**
- Switch to the next/previous tab: **Ctrl** + **Tab** / **Ctrl** + **Shift** + **Tab**
- Jump to a specific tab: **Ctrl** + **[1-8]**
- Go back / forward a page: **Alt** + **Arrow keys** **←** **→**

2. Bookmarks and History:

- Bookmark the current page: **Ctrl** + **D**
- Open bookmarks manager: **Ctrl** + **Shift** + **O**
- Open the browsing history: **Ctrl** + **H**

- Clear browsing data: **Ctrl** + **Shift** + **Delete**

3. Other Useful Shortcuts:

- Open the Chrome menu: **Alt** + **F** or **Alt** + **E**
- Toggle full-screen mode: **F11**
- Zoom in/out: **Ctrl** + **+** / **Ctrl** + **-**
- Reload the current page: **Ctrl** + **R** or **F5**
- Password Autofill: **Ctrl** + **Shift** + **L**

Docs

Full Article: [Keyboard shortcuts for Google Docs - Computer - Google Docs Editors](#)

Help

To see a complete list, open a Google Doc and press **Ctrl** + **/**

1. Basic Text Editing:

- Bold: **Ctrl** + **B**
- Italicize: **Ctrl** + **I**
- Underline: **Ctrl** + **U**
- Undo: **Ctrl** + **Z**
- Redo: **Ctrl** + **Y**
- Select all: **Ctrl** + **A**
- Copy: **Ctrl** + **C**
- Cut: **Ctrl** + **X**
- Paste: **Ctrl** + **V**
- Paste without formatting: **Ctrl** + **Shift** + **V**

2. Formatting:

- Increase/decrease font size: **Ctrl** + **.** / **Ctrl** + **,**
- Align left/center/right: **Ctrl** + **Shift** + **L** / **Ctrl** + **Shift** + **E** / **Ctrl** + **Shift** + **R**
- Bulleted list: **Ctrl** + **Shift** + **8**
- Numbered list: **Ctrl** + **Shift** + **7**
- Insert hyperlink: **Ctrl** + **K**

3. Navigation and Selection:

- Move to beginning/end of line: **Home** / **End**
- Move to beginning/end of document: **Ctrl** + **Home** / **Ctrl** + **End**
- Move to previous/next word: **Ctrl** + **Arrow keys** **←** **→**
- Select text: **Shift** + **Arrow keys**

Sheets

Full Article: [Keyboard shortcuts for Google Sheets - Computer - Google Docs Editors](#)

[Help](#)

To see a complete list, open a Google Sheet and press `Ctrl + /`

1. Navigation and Selection:

- Move to beginning/end of row/column: `Ctrl + Arrow keys`
- Select entire row/column: `Shift + Space / Ctrl + Space`
- Extend selection: `Shift + Arrow keys`
- Show all formulas: `Ctrl + ``

2. Editing and Formatting:

- Insert row/column: `Ctrl + Shift + +`
- Delete row/column: `Ctrl + -`
- Fill down: `Ctrl + D`
- Fill right: `Ctrl + R`
- Format as currency: `Ctrl + Shift + 4`
- Format as percentage: `Ctrl + Shift + 5`
- Clear formatting: `Ctrl + \`

Slides

Full Article: [Keyboard shortcuts for Google Slides - Computer - Google Docs Editors](#)

[Help](#)

To see a complete list, open a Google Slide and press `Ctrl + /`

1. Basic Slide Navigation:

- Move to previous/next slide: `Arrow keys ← →`
- Jump to slide: `Ctrl + Shift + S`
- Start presentation: `F5`

2. Editing and Formatting:

- Duplicate slide: `Ctrl + D`
- Insert new slide: `Ctrl + M`
- Delete slide: `Ctrl + D`
- Change text alignment: `Ctrl + Shift + L / Ctrl + Shift + E / Ctrl + Shift + R`

Other Shortcuts

There are many other shortcuts out there, if you use a program often you may check and see if there are shortcuts in it to make your life a bit easier.

PopOS - [Pop! OS Keyboard Shortcuts - System76 Support](#)

Canva - <https://www.canva.com/help/keyboard-shortcuts/>

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