



Google Drive cheat sheet

Navigation and Views

G + N	Go to navigation panel
G + F	Go to folders list
G + L	Go to items view
V	Toggle grid view and list view
G + D	Go to details pane
G + T	Go to top of application
G + A	Go to download status
G + U	Go to upload status
D	Show or hide details pane
I	Show or hide the activity pane

Item Selection

X	Select or deselect item
J	Select next item down
K	Select next item up
H	Select next item left
L	Select next item right
Shift + Up arrow	Expand selection up
Shift + Down arrow	Expand selection down
Shift + Left arrow	Expand selection left
Shift + Right arrow	Expand selection right
Ctrl + Up arrow	Move focus up
Ctrl + Down arrow	Move focus down
Ctrl + Left arrow	Move focus left
Ctrl + Right arrow	Move focus right
Shift + A	Select all visible items
Shift + N	Clear selection

Item Actions

Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Shift + V	Paste as shortcut
Ctrl + Enter	Open file or folder in new tab
O	Open selected item
N	Rename selected item
.	Share selected item

Z	Move selected item to folder
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Shift + Z	Add selected item to folder
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Note: Items can appear in more than one folder at once in Google Drive

S	Star or unstar selected item
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Shift + 3	Remove selected item
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Ctrl + Z	Undo last action
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Ctrl + Shift + Z	Redo last action
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Create New Items

Shift + T	Create new document
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Shift + P	Create new presentation
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Shift + S	Create new spreadsheet
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Shift + D	Create new drawing
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Shift + F	Create new folder
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Shift + O	Create new form
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Open Menus

C	Open create menu
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A	Open actions menu
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F	Open folder menu
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R	Open sort menu
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T	Open settings menu
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Application Actions

?	Display keyboard shortcuts list
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Q + Q	Cycle through visual density options
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M	Show last message
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/	Search your Drive
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More information: defkey.com/google-drive-shortcuts

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