

Tip Tuesday

Work Faster with Shortcuts Part 2: Drive



Use these keyboard shortcuts to help you save time

1. When in your Google Drive, use these keyboard shortcuts to increase your productivity.

Press these 2 keys
at the same time

Get this result

Shift + t

Open a new Google Docs document

Shift + s

Open a new Google Sheets spreadsheet

Shift + p

Open a new Google Slides presentation

Shift + o

Open a new Google Forms form

Shift + d

Open a new Google Drawings canvas

Shift + f

Open a new folder

Shift + /

View all shortcut options

Many of your "usual" shortcuts will work also:

- *Ctrl+z = undo*
- *Shift+arrow keys to select (highlight)*
- *Ctrl+a = select all*

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