# Keyboard Short-cuts

**Select items**

| Shortcut | Action |
|---|---|
| ↓/j | Navigate to the next item in the list |
| ↑/k | Navigate to the previous item in the list |
| x | Select/deselect the current item |
| Shift + ↓/j | Continue the selection/deselection to the next item |
| Shift + ↑/k | Continue the selection/deselection to the previous |
| Shift + a | Select all visible items |
| Shift + n | Clear all selections |

**Go to different views**

| Shortcut | Action |
|---|---|
| g then n | Focus the navigation panel |
| g then f | Focus the folders view |
| g then l | Focus the items view |
| g then d | Focus the details pane |
| g then t | Focus the Google bar at the top of the page |

**Application**

| Shortcut | Action |
|---|---|
| ?, Shift + /, or Ctrl + / | Display the keyboard shortcuts pop-up |
| d | Show/hide the details pane |
| / | Focus the search box |

# Goo-Tip:

Google Drive file types (docs, sheets, slides, etc.) DO NOT count against your Drive storage space.

**Create new Google documents, spreadsheets, and presentations**

| Shortcut | Action |
|---|---|
| Shift + t | Create a new document |
| Shift + p | Create a new presentation |
| Shift + s | Create a new spreadsheet |
| Shift + d | Create a new drawing |
| Shift + f | Create a new folder |
| Shift + o | Create a new form |
| Shift + t | Create a new document |

**Menus**

| Shortcut | Action |
|---|---|
| c | Open the create menu |
| u | Open the upload menu |
| a | Open the more actions menu |
| r | Open the sort menu |
| t | Open the settings menu |

**Actions**

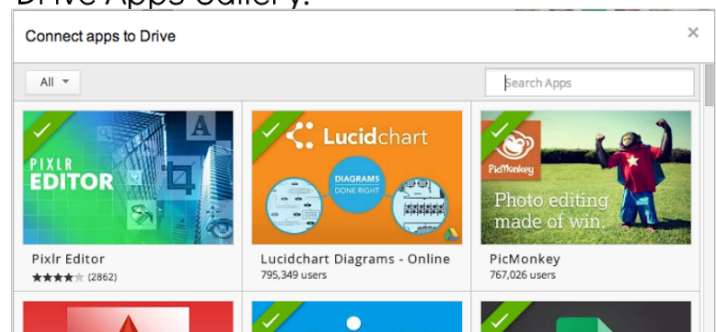| Shortcut | Action |
|---|---|
| Enter or o | Open the current item |
| n | Rename the current item |
| . | Share the selected items |
| z | Move the selected items |
| s | Star/unstar the current item or the selected items |
| p | Show document preview |

# Google Drive Apps

Go to Create>Add More Apps and explore the Drive Apps Gallery.

Apps to Try:
- Lucidpress
- Kaizena
- PowToon
- Drive Template Gallery
- Video Not.es
- Cacoo