

The Essential Google Drive Keyboard Shortcuts to Know

Create Actions

Shift + F	Create a new folder
Shift + P	Create a new Presentation
Shift + S	Create a new Spreadsheet
Shift + T	Create a new Document

General Actions

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

Navigation Actions

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

Selection Actions

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