Keystrokes to Maximize Efficiency in Google Drive

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Try to learn a few new keystrokes per week!

<u>Most basic:</u>   *most useful*

- ☐ double click on a word   highlight word
- ☐ highlight text, control b   **bold**
- ☐ highlight text, control u   <u>underline</u>
- ☐ highlight text, control i   *italicize*
- ☐ control z   undo last action
- ☐ control x   cut
- ☐ control v   paste
- ☐ control p   print
- ☐ - - >   ➜ (create an arrow)

- ☐ click "enter"   to log in, etc.
- ☐ control alt delete   log-out of a Windows account

<u>A little more challenging:</u>

- ☐ control shift e   center justification
- ☐ control shift l   left justification
- ☐ control shift r   right justification
- ☐ click in text box, control a   highlight everything*
- ☐ control f   find a word in the text
- ☐ control y   repeat the last action you did*
- ☐ "Home" key   brings cursor to beginning of line you are typing on*
- ☐ "End" key   brings curse to end of line you are typing on*

- ☐ double click an image on Google Slides to crop it*
- ☐ drag mouse to highlight all items on Google Slides to delete all at one time, or to change font at all time, to change text box color, etc.

<u>Advanced:</u>

- ☐ control and scroll up on mouse   increase or decrease page size*
- ☐ control alt m   input comments
- ☐ control alt f   insert a footnote
- ☐ control shift v   paste without formatting*
- ☐ highlight text, control k   add a link*
- ☐ control d   bookmark the current page
- ☐ highlight text, control shift >   increase font size*
- ☐ highlight text, control shift <   decrease font size*
- ☐ click image, control shift <u>up</u> arrow   bring image to the front*
- ☐ click image, control shift <u>down</u> arrow   send image to the back*

Other tech tips to help with organization + work flow

1) <u>**Split your screen**</u> **so you can see two windows side by side.**
   a) Click on the top of the program and drag it to the <u>middle</u> of the *left* or *right* side of your computer screen. Once you see a transparent rectangle (signaling the split screen), unclick. Then, you will have options as to which other program you want to display on the opposite side of the screen. Choose the program you want to display.
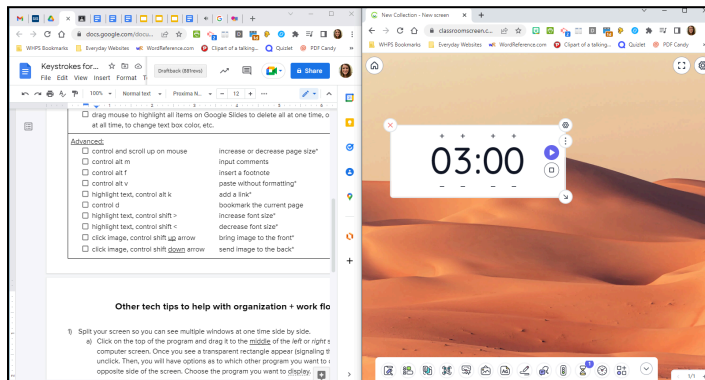

2) <u>**Pin Chrome "extensions"**</u> **to the taskbar for easy access.**
   a) If you have downloaded various Chrome "extensions" like Bitmoji or Screencastify, click the gray puzzle piece to the left of your photo in the top right corner of Chrome. Click the blue pushpin next to the extension to "pin" the extension to the top of your Chrome browser so you can easily access them when you need them.
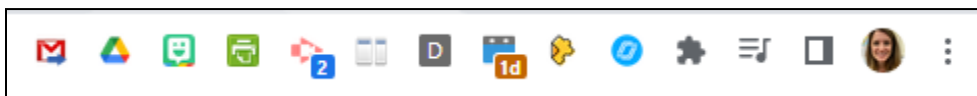
3) **Click on the time/date on the bottom right corner of your Windows screen to** <u>**see a calendar**</u>**.**
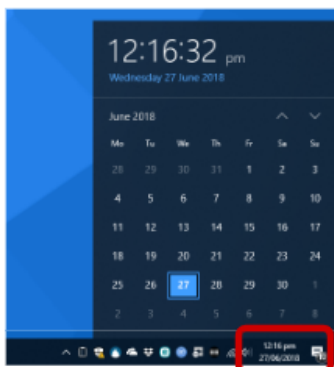
4) <u>**Make the background transparent**</u> **for any Google image by clicking and dragging the image into the website: <u>remove.bg</u> . Click "download" then drag the file into the Slideshow to use.**