

Google Drive Cheat Sheet

by ShakeUpLearning.com

Anatomy of Google Drive

The screenshot shows the Google Drive interface with several callouts pointing to specific features:

- Create New Files & Folders**: Points to the 'CREATE' button with a plus icon.
- Upload files to Google Drive**: Points to the upload icon.
- Select**: Points to the selection checkboxes in the file list.
- Search Drive & Gmail**: Points to the search bar.
- Use Drop-Down to Filter**: Points to the filter dropdown menu.
- Google+**: Points to the Google+ icon.
- Apps**: Points to the 'More' menu icon.
- Notifications**: Points to the notification bell icon.
- Settings**: Points to the settings gear icon.
- Folder**: Points to a folder icon in the left sidebar.
- File Name**: Points to the title column in the file list.
- Owner of File**: Points to the 'OWNER' column in the file list.
- Your Drive Activity**: Points to the 'ACTIVITY' tab on the right.
- File/Folder Icon**: Points to the icon of a file or folder in the list.
- Last Edit**: Points to the 'LAST EDITED' column in the file list.
- Shared Folder**: Points to a folder icon in the left sidebar.
- Storage Used**: Points to the storage usage indicator at the bottom left.
- Star/Favorite**: Points to the star icon in the file list.



Install Drive on All Your Devices

Make the most of Drive, and install on your desktop and mobile devices, and sync your file folders!

Keyboard Short-cuts

Mac users can replace Ctrl with the Command key (⌘ or 'Apple' key) and Alt with the Option key.

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

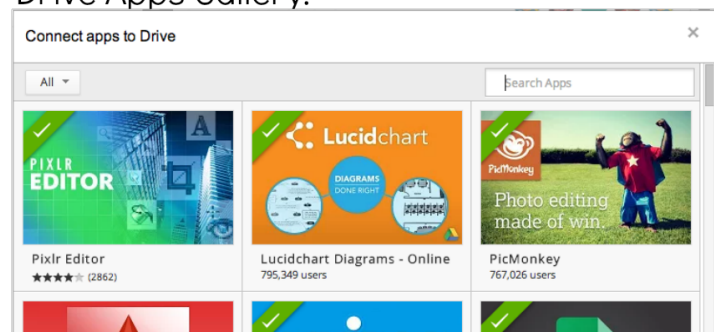
Google Drive Apps

Apps to Try:

- Lucidpress
- Kaizena
- PowToon
- Drive Template Gallery
- Video Not.es
- Cacao



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



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