

How to open and create Google Docs with keyboard shortcuts

Suite Shortcuts utility will create files Docs, Google Slides, Google Sheets via shortcuts that we do not need to go directly to the application as before.

This will save you time as well as manipulation, when just a mouse click can open or create a new document, spreadsheet or slide. Although users can create shortcuts to open Google Docs, the utility will add the option to create new documents in any tab on the browser. The following article will guide you how to create Docs files via keyboard shortcuts.

Instructions to open and create Docs files with keyboard shortcuts

Step 1:

We install the **Suite Shortcuts** utility **for Chrome browser** by following the link below.

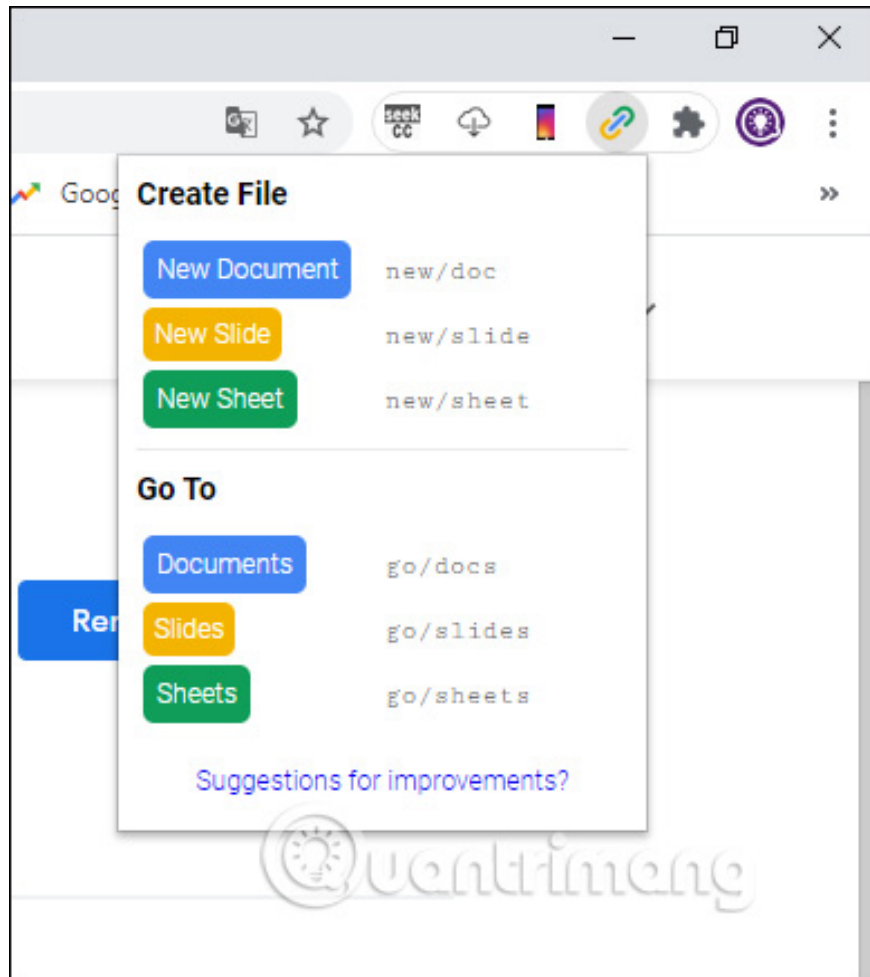
<https://chrome.google.com/webstore/detail/suite-shortcuts/fjncmkijpafmbjjbcnkddk>

Step 2:

After installing the browser, click on the above icon to access the address and you will see many different options:

1. Create File: Create a new document.
 1. New Document: Create a new document page with Google Docs.
 2. New Slide: Create a new slide with Google Slides.
 3. New Sheet: Create a new sheet with Google Sheets.
2. Go To: Open the document management page.
 1. Docs: Open the Google Docs page.
 2. Slides: Open the Google Slides page.
 3. Sheets: Open the Google Sheets page.

So when you want to create or move quickly to the interface of managing documents, spreadsheets or slides we just need to click on the corresponding option.

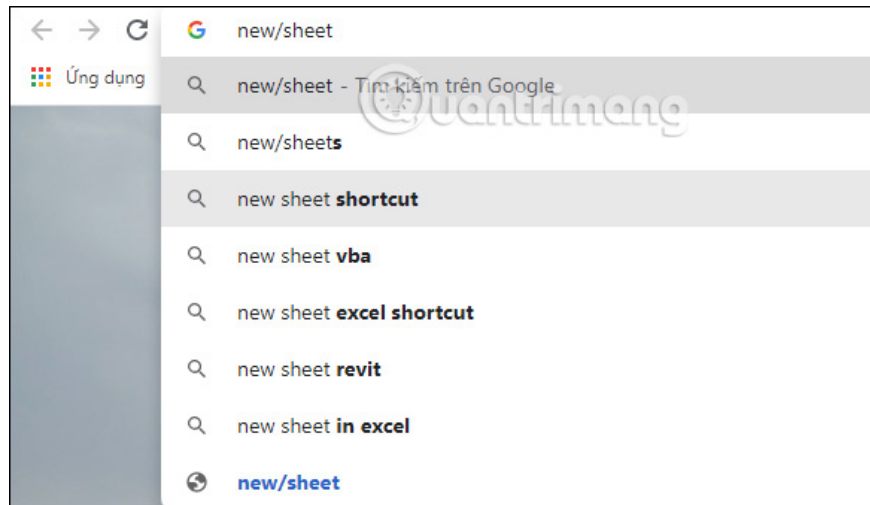


Step 3:

In addition to clicking to perform operations, we can also use keyboard shortcuts including:

1. New / doc: Create new document.
2. New / slide: Create a new slide.
3. New / sheet: create a new sheet.
4. Go / docs: Open the Google Docs page.
5. Go / slides: Open the Google Slides page.
6. Go / sheets: Open the Google Sheets page.

These shortcuts are right next to the options in the widget interface.



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