GOOGLE GEMINI

Keyboard Shortcuts & Quick Tips

The Essential One-Page Reference Guide

Master Google Gemini faster with these useful shortcuts and productivity tips.

Essential Keyboard Shortcuts

Shortcut	Action
Ctrl + /	Show keyboard shortcuts
Ctrl + Shift + O	Start a new chat
Ctrl + Shift + F	Search previous conversations *(where available)*
Ctrl + C	Copy selected text
Ctrl + V	Paste text, images or files into Gemini
Ctrl + Enter	Send prompt *(browser dependent)*
Ctrl + L	Jump to your browser address bar
Ctrl + Shift + T	Reopen the last closed browser tab
Ctrl + + / -	Zoom in or out
Ctrl + 0	Reset browser zoom

Productivity Tips

Be Specific

The more detail you provide, the better Gemini's response.

Instead of:

> Write an email.

Try:

> Write a professional follow-up email to a customer after a sales meeting.

Give Gemini a Role

Start prompts with:

- Act as a marketing expert...
- Act as a business consultant...
- Act as a copywriter...
- Act as a teacher...

You'll usually receive much higher-quality responses.

Upload Your Files

Gemini can work with:

- PDFs
- Word documents
- Excel spreadsheets
- Images
- Presentations

Ask it to summarise, analyse, rewrite or explain your content.

Continue the Conversation

Don't start a new chat every time.

Build on previous responses by asking Gemini to:

- Expand
- Rewrite
- Improve
- Simplify
- Add examples
- Change the tone

Review Before You Publish

Always proofread AI-generated content before using it publicly.

AI is powerful, but human review is still important.

Bonus Prompt Formula

Use this simple framework for better results:

ROLE + TASK + CONTEXT + FORMAT

Example:

> *Act as a marketing consultant. Create a Facebook advert promoting a local coffee shop. Keep the tone friendly and write three different versions.*

Pro Tip

Google Gemini works best when you treat it like a conversation rather than a search engine. The more context and direction you provide, the better the results.

Want to Go Further?

This guide is just the beginning.

In the **Openlink Digital Google Gemini Masterclass**, you'll learn how to use advanced features like **Gems, Deep Research, NotebookLM, Canvas, Google AI Studio, Veo, Flow, Workspace integrations, and professional prompting techniques** to save hours every week and get dramatically better results.