

ChatGPT Shortcut Key Guide

Mastering Keyboard Shortcuts for Efficient Use of ChatGPT

ChatGPT All Shortcut Key List

Boost Your Productivity with Faster Navigation

General Shortcuts (Windows / Mac)

Shortcut	Action	Platform
Ctrl + Enter / Cmd + Enter	Send message	Windows/Mac
Shift + Enter	New line	Windows/Mac
Ctrl + /	Show shortcuts	Windows/Mac
Ctrl + K	Search chats	Windows/Mac
Ctrl + Shift + C	Copy last response	Windows/Mac
Ctrl + Shift + O	Open new chat	Windows/Mac

Navigation Shortcuts

- **Ctrl + ← / →** → Switch chats
- **Ctrl + Shift + N** → New chat
- **Ctrl + Shift + Backspace** → Delete chat

Editing & Text Shortcuts

- **Ctrl + C / V / X** → Copy / Paste / Cut
- **Ctrl + Z / Y** → Undo / Redo

- **Ctrl + A** → Select all
 - **Ctrl + B / I** → Bold / Italic (if supported)
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Power User Tips

- Use keyboard shortcuts to save time.
 - Combine shortcuts for faster workflow.
 - Practice daily for better speed.
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Bonus Section

Pro Tips for ChatGPT Users

- Use clear prompts.
 - Break tasks into steps.
 - Save important chats.
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Design Notes

- **Font:** Poppins or Open Sans
- **Color Scheme:** Light blue, white, pastel background
- **Layout:** Minimal, modern, teacher-friendly
- **Print Quality:** High resolution (300 DPI), ink-friendly
- **Borders & Spacing:** Subtle for easy reading

This document is crafted to enhance productivity for both students and educators by providing a comprehensive list of shortcuts. Enjoy efficient and streamlined interaction with ChatGPT! (Doc Created By : PDFSeva.Net)

