



Google Docs (Chrome OS) Spickzettel

Common actions

Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Shift + V	Paste without formatting
Ctrl + Z	Undo
Ctrl + Shift + Z	Redo
Ctrl + K	Insert or edit link
Alt + Enter	Open link
Ctrl + /	Show common keyboard shortcuts
Ctrl + S	Save (Every change is automatically saved in Drive)
Ctrl + P	Print
Ctrl + O	Open
Ctrl + F	Find
Ctrl + H	Find and replace
Ctrl + G	Find again
Ctrl + Shift + G	Find previous
Ctrl + Shift + F	Hide the menus (compact mode)
Ctrl + Enter	Insert page break
Alt + Z oder Alt + /	Search the menus
Ctrl + Alt + Shift + Z	Switch to editing
Ctrl + Alt + Shift + X	Switch to suggesting
Ctrl + Alt + Shift + C	Switch to viewing

Text formatting

Ctrl + B	Bold
Ctrl + I	Italicize
Ctrl + U	Underline
Alt + Shift + 5	Strikethrough
Ctrl + .	Superscript
Ctrl + ,	Subscript
Ctrl + Alt + C	Copy text formatting
Ctrl + Alt + V	Paste text formatting
Ctrl + \	Clear text formatting
Ctrl + Shift + .	Increase font size

Ctrl + Shift + ,	Decrease font size
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Paragraph formatting

Ctrl +]	Increase paragraph indentation
Ctrl + [Decrease paragraph indentation
Ctrl + Alt + 0	Apply normal text style
Ctrl + Alt + 1	... to 6: Apply heading style [1-6]
Ctrl + Shift + L	Left align
Ctrl + Shift + E	Center align
Ctrl + Shift + R	Right align
Ctrl + Shift + J	Justify
Ctrl + Shift + 7	Numbered list
Ctrl + Shift + 8	Bulleted list

Images and drawings

Ctrl + Alt + Y	Alt text
Ctrl + Alt + K	Resize larger
Ctrl + Alt + B	Resize larger horizontally
Ctrl + Alt + I	Resize larger vertically
Ctrl + Alt + J	Resize smaller
Ctrl + Alt + W	Resize smaller horizontally
Ctrl + Alt + Q	Resize smaller vertically
Alt + Rechter Pfeil	Rotate clockwise by 15°
Alt + Linker Pfeil	Rotate counterclockwise by 15°
Alt + Shift + Linker Pfeil	Rotate counterclockwise by 1°
Alt + Shift + Rechter Pfeil	Rotate clockwise by 1°
Ctrl + Esc oder Shift + Esc	Close drawing editor

Comments

Ctrl + Alt + M	Insert comment
Ctrl + Alt + Shift + A	Open discussion thread
Ctrl + Alt + E Dann C	Enter current comment
Ctrl + Alt + F	Insert footnote
Ctrl + Alt + E Dann F	Move to current footnote

Ctrl + Alt + N Dann F	Move to next footnote
Ctrl + Alt + P Dann F	Move to previous footnote
Ctrl + Alt + N Dann U	Move to next suggestion
Ctrl + Alt + P Dann U	Move to previous suggestion
Ctrl + Alt + O Dann U	Review suggested edits
Ctrl + Alt + N Dann C	Move to next comment
Ctrl + Alt + P Dann C	Move to previous comment
Ctrl + Alt + Shift + A	Open comment history

Using keyboard shortcuts on selected comments

R	Reply to current comment
J	Move to next comment
K	Move to previous comment
E	Resolve current comment
U	Exit current comment

Menus

Ctrl + Shift + X oder Shift + F10	Context (right-click) menu
Alt + F	File menu
Alt + E	Edit menu
Alt + V	View menu
Alt + I	Insert menu
Alt + O	Format menu
Alt + T	Tools menu
Alt + H	Help menu
Alt + A	Accessibility menu (present when screen reader support is enabled)
Ctrl + Alt + Shift + K	Input Tools menu (available in documents in non-Latin languages)

Text selection with keyboard

Ctrl + A	Select all
Ctrl + Alt + U Dann A	Select none
Shift + Linker Pfeil / Rechter Pfeil	Extend selection one character
Shift + Aufwärtspfeil / Pfeil nach unten	Extend selection one line
Ctrl + Shift + Linker Pfeil / Rechter Pfeil	Extend selection one word
Ctrl + Shift + Aufwärtspfeil	Extend selection to the beginning of the paragraph
Ctrl + Shift + Pfeil nach unten	Extend selection to the end of the paragraph
Ctrl + Alt + Shift + E Dann I	Select current list item
Ctrl + Alt + Shift + E Dann O	Select all list items at current level

After selecting one section of text, Ctrl + Alt + Shift + Left/right arrow. Use left/right arrow to move to a separate section of text you also want to select. :
Select multiple sections of text.

Text selection with mouse

Doppelklick	Select word
Doppelklick + Bewegen Sie die Maus	Extend selection one word at a time
Klicken Sie dreimal (schnell)	Select paragraph
Klicken Sie dreimal (schnell) + Bewegen Sie die Maus	Extend selection one paragraph at a time

Screen reader shortcuts

The shortcuts below help you work with a screen reader. Before you use them, turn on screen reader support. Learn how to turn on screen reader support.

Screen reader support

Ctrl + Alt + Z oder Alt + Shift + ~	Enable screen reader support
Ctrl + Alt + H	Enable braille support
Ctrl + Alt + A Dann X	Verbalize selection
Ctrl + Alt + A Dann R	Verbalize from cursor location
Ctrl + Alt + A Dann L	Announce cursor location
Ctrl + Alt + A Dann F	Announce formatting at cursor location
Ctrl + Alt + Shift + T Dann H	Verbalize table row and column headers
Ctrl + Alt + Shift + T Dann N	Verbalize table cell location
Ctrl + Alt + Shift + T Dann R	Verbalize table row header
Ctrl + Alt + Shift + T Dann C	Verbalize table column header
Ctrl + Alt + Shift + R	Show live edits
Ctrl + Alt + A Dann C	Verbalize comment
Ctrl + Alt + A Dann A	Verbalize comment anchor
Ctrl + Alt + A Dann S	Verbalize selection formatting
Ctrl + Alt + Shift + A Dann L	Verbalize cursor location
Ctrl + Alt + Shift + A Dann W	Verbalize word count

Navigation shortcuts

Two groups of shortcuts below help you move quickly through your document or table:

Move to the next or previous item with Ctrl + Alt + N or Ctrl + Alt + p followed by another key.

Move quickly around a table with Ctrl + Alt + Shift + t followed by another key.

Document navigation

Ctrl + Alt + A Dann H	Show outline
Ctrl + Alt + N	Move to next heading

Dann H	
Ctrl + Alt + P Dann H	Move to previous heading
Ctrl + Alt + N Dann 1	... to 6: Move to next heading [1-6]
Ctrl + Alt + P Dann 1	... to 6: Move to previous heading [1-6]
Ctrl + Alt + N Dann G	Move to next graphic (image or drawing)
Ctrl + Alt + P Dann G	Move to previous graphic (image or drawing)
Ctrl + Alt + N Dann O	Move to next list
Ctrl + Alt + P Dann O	Move to previous list
Ctrl + Alt + N Dann I	Move to next item in the current list
Ctrl + Alt + P Dann I	Move to previous item in the current list
Ctrl + Alt + N Dann L	Move to next link
Ctrl + Alt + P Dann L	Move to previous link
Ctrl + Alt + N Dann B	Move to next bookmark
Ctrl + Alt + P Dann B	Move to previous bookmark
Ctrl + Alt + N Dann W	Move to next formatting change
Ctrl + Alt + P Dann W	Move to previous formatting change
Ctrl + Alt + N Dann R oder Ctrl + Alt + K	Move to the next edit (while viewing revision history or new changes)
Ctrl + Alt + P Dann R oder Ctrl + Alt + J	Move to the previous edit (while viewing revision history or new changes)

Table navigation

Ctrl + Alt + Shift + T Dann S	Move to the start of the table
Ctrl + Alt + Shift + T Dann D	Move to the end of the table
Ctrl + Alt + Shift +	Move to the start of the table

T Dann I	column
Ctrl + Alt + Shift + T Dann K	Move to the end of the table column
Ctrl + Alt + Shift + T Dann B	Move to the next table column
Ctrl + Alt + Shift + T Dann V	Move to the previous table column
Ctrl + Alt + Shift + T Dann J	Move to the start of the table row
Ctrl + Alt + Shift + T Dann L	Move to the end of the table row
Ctrl + Alt + Shift + T Dann M	Move to the next table row
Ctrl + Alt + Shift + T Dann G	Move to the previous table row
Ctrl + Alt + Shift + T Dann E	Exit table
Ctrl + Alt + Shift + N Dann T	Move to the next table
Ctrl + Alt + Shift + P Dann T	Move to the previous table

Other navigation

Ctrl + Alt + Shift + I	Open Explore tool
Ctrl + Alt + Shift + H	Open revision history
Ctrl + Shift + Y	Open dictionary
Ctrl + Shift + C	Word count
Ctrl + Shift + S	Start voice typing
Alt + Shift + . oder Alt + Shift + ,	Go to side panel
Alt + Aufwärtspfeil	Page up
Alt + Pfeil nach unten	Page down
Ctrl + Search + Linker Pfeil	Move to beginning of document
Ctrl + Search + Rechter Pfeil	Move to end of document
Ctrl + '	Move to next misspelling
Ctrl + ;	Move to previous misspelling
Ctrl + Alt + O Dann H	Insert or move to header

Ctrl + Alt + O Dann F

Insert or move to footer

Ctrl + Alt + E Dann P

(for links, bookmarks, and images) Move focus to popup

Ctrl + Alt + Shift + M

Move focus out of document text

Esc

Return focus to document text

Ctrl + Shift + Esc

Focus containing webpage (such as when using Docs in Google Hangouts)

Alt + Rechter Pfeil

Show person or group info

Source: Google Support pages

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Mehr Informationen: defkey.com/de/google-docs-chrome-os-tastaturkurzel

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