Google Docs (macOS) cheat sheet

Common actions

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

Text formatting:

Cmd + B	Bold
Cmd + I	Italicize
Cmd + U	Underline
Cmd + Shift + X	Strikethrough
Cmd + .	Superscript
Cmd + ,	Subscript
Cmd + Option + C	Copy text formatting
Cmd + Option + V	Paste text formatting
Cmd + \	Clear text formatting
Cmd + Shift + .	Increase font size
Cmd + Shift + ,	Decrease font size

Paragraph formatting:

Cmd +]	Increase paragraph indentation
Cmd + [	Decrease paragraph indentation
Cmd + Option + 0	Apply normal text style
Cmd + Option + 1	… to 6: Apply heading style [1-6]
Cmd + Shift + L	Left align
Cmd + Shift + E	Center align
Cmd + Shift + R	Right align
Cmd + Shift + J	Justify
Cmd + Shift + 7	Numbered list
Cmd + Shift + 8	Bulleted list
Cmd + Shift + 9	Checklist
Ctrl + Shift + Up arrow / Down arrow	Move paragraph up/down

Images and drawings:

Cmd + Option + Y	Alt text
Cmd + Ctrl + K	Resize larger
Cmd + Ctrl + B	Resize larger horizontally
Cmd + Ctrl + I	Resize larger vertically
Cmd + Ctrl + J	Resize smaller
Cmd + Ctrl + W	Resize smaller horizontally
Cmd + Ctrl + Q	Resize smaller vertically
Option + Right arrow	Rotate clockwise by 15°
Option + Left arrow	Rotate counterclockwise by 15°
Option + Shift + Left arrow	Rotate counterclockwise by 1°
Option + Shift + Right arrow	Rotate clockwise by 1°
Cmd + Esc or Shift + Esc	Close drawing editor

Comments and footnotes:

Cmd + Option + M	Insert comment
Cmd + Option + Shift + A	Open discussion thread
Ctrl + Cmd + E then C	Enter current comment
Cmd + Option + F	Insert footnote

Ctrl + Cmd + E then F	Move to current footnote
Ctrl + Cmd + N then F	Move to next footnote
Ctrl + Cmd + P then F	Move to previous footnote
Ctrl + Cmd + N then U	Move to next suggestion
Ctrl + Cmd + P then U	Move to previous suggestion
Ctrl + Cmd + O then U	Review suggested edits
Ctrl + Cmd + N then C	Move to next comment
Ctrl + Cmd + P then C	Move to previous comment
Cmd + Option + Shift + A	Open comment history

Use 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:

Cmd + Shift + \ or Shift + F10	Context (right-click) menu
Ctrl + Option + F	File menu
Ctrl + Option + E	Edit menu
Ctrl + Option + V	View menu
Ctrl + Option + I	Insert menu
Ctrl + Option + O	Format menu
Ctrl + Option + T	Tools menu
Ctrl + Option + H	Help menu
Ctrl + Option + A	Accessibility menu (present when screen reader support is enabled)
Cmd + Option + Shift + K	Input Tools menu (available in documents in non-Latin languages)
Cmd + Shift + K	Toggle input controls (available in documents in non-Latin languages)
Shift + Right click	Show your browser's context menu

Text selection with keyboard:

Cmd + A	Select all
Ctrl + Cmd + U then A	Select none
Shift + Left arrow / Right arrow	Extend selection one character
Shift + Up arrow / Down arrow	Extend selection one line
Shift + Fn + Left arrow	Extend selection to the beginning of the line
Option + Shift + Up arrow / Down arrow	Extend selection one paragraph
Shift + Fn + Right arrow	Extend selection to the end of the line
Cmd + Shift + Up arrow	Extend selection to the beginning of the document
Cmd + Shift + Down arrow	Extend selection to the end of the document
Ctrl + Cmd + Shift + E then I	Select current list item
Ctrl + Cmd + Shift + E then O	Select all list items at current level

After selecting one section of text, Ctrl + □ + 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:

Double click	Select word
Double click + Move the mouse	Extend selection one word at a time
Click three times (rapidly)	Select paragraph
Click three times (rapidly) + Move the mouse	Extend selection one paragraph at a time

Screen reader shortcuts

The shortcuts below help you work with a screen reader. Before you use them, you'll need to turn on screen reader support.

Screen reader support:

Option + Cmd + Z	Enable screen reader support
Cmd + Option + H	Enable braille support
Ctrl + Cmd + A then X	Verbalize selection
Ctrl + Cmd + A then R	Verbalize from cursor location
Ctrl + Cmd + A then L	Announce cursor location
Ctrl + Cmd + A then F	Announce formatting at cursor location
Ctrl + Cmd + Shift + T then H	Verbalize table row and column headers
Ctrl + Cmd + Shift + T then N	Verbalize table cell location
Ctrl + Cmd + Shift + T then R	Verbalize table row header
Ctrl + Cmd + Shift + T then C	Verbalize table column header
Cmd + Option + Shift + R	Show live edits
Ctrl + Cmd + A then C	Verbalize comment
Ctrl + Cmd + A then A	Verbalize comment anchor
Ctrl + Cmd + A then S	Verbalize selection formatting
Ctrl + Cmd + A then L	Verbalize cursor location
Ctrl + Cmd + A then 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 + □ + n or Ctrl + □ + p followed by another key.

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

Document navigation:

Ctrl + Cmd + A then H	Show outline
Ctrl + Cmd + N then H	Move to next heading
Ctrl + Cmd + P then H	Move to previous heading
Ctrl + Cmd + N then 1	… to 6: Move to next heading [1-6]
Ctrl + Cmd + P then 1	… to 6: Move to previous heading [1-6]
Ctrl + Cmd + N then G	Move to next media (image or drawing)
Ctrl + Cmd + P then G	Move to previous media (image or drawing)
Ctrl + Cmd + N then O	Move to next list
Ctrl + Cmd + P then O	Move to previous list
Ctrl + Cmd + N then I	Move to next item in the current list
Ctrl + Cmd + P then I	Move to previous item in the current list
Ctrl + Cmd + N then L	Move to next link
Ctrl + Cmd + P then L	Move to previous link
Ctrl + Cmd + N then B	Move to next bookmark
Ctrl + Cmd + P then B	Move to previous bookmark
Ctrl + Cmd + N then W	Move to next formatting change
Ctrl + Cmd + P then W	Move to previous formatting change
Ctrl + Cmd + N then R	Move to the next edit (while viewing revision history or new changes)
Ctrl + Cmd + P then R	Move to the previous edit (while viewing revision history or new changes)

Table navigation:

Ctrl + Cmd + Shift + T then S	Move to the start of the table
Ctrl + Cmd + Shift + T then D	Move to the end of the table
Ctrl + Cmd + Shift + T then I	Move to the start of the table column
Ctrl + Cmd + Shift + T then K	Move to the end of the table column
Ctrl + Cmd + Shift + T then B	Move to the next table column

Ctrl + Cmd + Shift + T then V	Move to the previous table column
Ctrl + Cmd + Shift + T then J	Move to the start of the table row
Ctrl + Cmd + Shift + T then L	Move to the end of the table row
Ctrl + Cmd + Shift + T then M	Move to the next table row
Ctrl + Cmd + Shift + T then G	Move to the previous table row
Ctrl + Cmd + Shift + T then E	Exit table
Ctrl + Cmd + Shift + N then T	Move to the next table
Ctrl + Cmd + Shift + P then T	Move to the previous table

Other tools and navigation:

Cmd + Option + Shift + H	Open revision history
Cmd + Option + Shift + I	Open Explore tool
Cmd + Option + X or Fn + F7	Open spelling/grammar
Cmd + Shift + Y	Open dictionary
Cmd + Shift + C	Word count
Cmd + Shift + S	Start voice typing (available in Chrome browsers)
Cmd + Option + . or Cmd + Option + ,	Go to side panel
Fn + Up arrow	Page up
Fn + Down arrow	Page down
Cmd + '	Move to next misspelling
Cmd + ;	Move to previous misspelling
Ctrl + Cmd + O then H	Insert or move to header
Ctrl + Cmd + O then F	Insert or move to footer
Ctrl + Cmd + E then P	Move focus to popup (for links, bookmarks, and images)
Cmd + Option + Shift + M	Move focus out of document text
Esc	Return focus to document text
Option + Right arrow	Show person or group info

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More information: *defkey.com/google-docs-macos-shortcuts*

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