

Google Docs (PC) cheat sheet

Common actions

[shortcuts?filter=basic](#)

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Ctrl + Z	Undo
Ctrl + Shift + Z	Redo
Ctrl + K	Insert or edit link
Alt + Z	(Chrome) Search the menus
Ctrl + Alt + Shift + X	Switch to suggesting
Alt + Shift + 5	Strikethrough
Ctrl + .	Superscript
Ctrl + ,	Subscript
Ctrl +]	Increase paragraph indentation
Ctrl + [Decrease paragraph indentation
Ctrl + Alt + 0	Apply normal text style
Ctrl + Shift + J	Justify
Ctrl + Shift + 7	Numbered list
Ctrl + Alt + Y	Alt text
Ctrl + Alt + F	Insert footnote
Alt + I	(Chrome) Insert menu
Alt + T	(Chrome) Tools menu
Alt + Shift + A	(other browsers) (present when screen reader support is enabled) Accessibility menu
Ctrl + Alt + Shift + K	Input Tools menu
Click three times (rapidly)	Select paragraph

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:

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.

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More information: defkey.com/google-docs-pc-