



# Google Docs (PC) cheat sheet

## Common actions

|                            |                                                     |
|----------------------------|-----------------------------------------------------|
| Ctrl + /                   | Show a list of keyboard shortcuts                   |
| Alt + /                    | Search menus                                        |
| 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 + / or Alt + Shift + Z | Search the menus                                    |
| Alt + Z                    | (Chrome) Search the menus                           |
| Ctrl + Y                   | Repeat last action                                  |
| 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 + \ or Ctrl + Space Clear text formatting

Ctrl + Shift + . Increase font size

Ctrl + Shift + , Decrease font size

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

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

Ctrl + Shift + 9 Checklist

Ctrl + Shift + Up arrow / Down arrow Move paragraph up/down

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 + Right arrow Rotate clockwise by 15°

Alt + Left arrow Rotate counterclockwise by 15°

Alt + Shift + Left arrow Rotate counterclockwise by 1°

Alt + Shift + Right arrow Rotate clockwise by 1°

Shift + Esc Close drawing editor

Comments and footnotes:

Ctrl + Alt + M Insert comment

Ctrl + Alt + Shift + A Open discussion thread

Ctrl + Alt + E then Enter current comment

## C

|                                                     |                              |
|-----------------------------------------------------|------------------------------|
| Ctrl + Alt + F                                      | Insert footnote              |
| Ctrl + Alt + E then F                               | Move to current footnote     |
| Ctrl + Alt + N then F                               | Move to next footnote        |
| Ctrl + Alt + P then F                               | Move to previous footnote    |
| Ctrl + Alt + N then U                               | Move to next suggestion      |
| Ctrl + Alt + P then U                               | Move to previous suggestion  |
| Ctrl + Alt + O then U                               | Review suggested edits       |
| Ctrl + Alt + N then C                               | Move to next comment         |
| Ctrl + Alt + P then C                               | Move to previous comment     |
| Ctrl + Alt + 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:                                              |                              |
| Ctrl + Shift + X or Ctrl + Shift + \ or Shift + F10 | Context (right-click) menu   |
| Alt + F                                             | (Chrome) File menu           |
| Alt + Shift + F                                     | (other browsers) File menu   |
| Alt + E                                             | (Chrome) Edit menu           |
| Alt + Shift + E                                     | (other browsers) Edit menu   |
| Alt + V                                             | (Chrome) View menu           |
| Alt + Shift + V                                     | (other browsers) View menu   |
| Alt + I                                             | (Chrome) Insert menu         |
| Alt + Shift + I                                     | (other browsers) Insert menu |
| Alt + O                                             | (Chrome) Format menu         |
| Alt + Shift + O                                     | (other browsers) Format menu |
| Alt + T                                             | (Chrome) Tools menu          |
| Alt + Shift + T                                     | (other browsers) Tools menu  |

Alt + H (Chrome) Help menu

Alt + Shift + H (other browsers) Help menu

Alt + A (Chrome) Accessibility menu

Alt + Shift + A (other browsers) (present when screen reader support is enabled) Accessibility menu

Ctrl + Alt + Shift + K Input Tools menu

Ctrl + Alt + Shift + K Input Tools menu (available in documents in non-Latin languages)

Shift + Right click Show your browser's context menu

Text selection with keyboard:

Ctrl + A Select all

Ctrl + Alt + U then A Select none

Shift + Left arrow / Right arrow Extend selection one character

Shift + Up arrow / Down arrow Extend selection one line

Ctrl + Shift + Left arrow / Right arrow Extend selection one word

Shift + Home Extend selection to the beginning of the line

Shift + End Extend selection to the end of the line

Ctrl + Shift + Home Extend selection to the beginning of the document

Ctrl + Shift + End Extend selection to the end of the document

Ctrl + Alt + Shift + E then I Select current list item

Ctrl + Alt + Shift + E then 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:

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, turn on screen reader support. Learn how to turn on screen reader support.

Screen reader support:

|                                   |                                        |
|-----------------------------------|----------------------------------------|
| Ctrl + Alt + Z or Alt + Shift + ~ | Enable screen reader support           |
| Ctrl + Alt + H                    | Enable braille support                 |
| Ctrl + Alt + A then X             | Verbalize selection                    |
| Ctrl + Alt + A then R             | Verbalize from cursor location         |
| Ctrl + Alt + A then L             | Announce cursor location               |
| Ctrl + Alt + A then F             | Announce formatting at cursor location |
| Ctrl + Alt + Shift + T then H     | Verbalize table row and column headers |
| Ctrl + Alt + Shift + T then N     | Verbalize table cell location          |
| Ctrl + Alt + Shift + T then R     | Verbalize table row header             |
| Ctrl + Alt + Shift + T then C     | Verbalize table column header          |
| Ctrl + Alt + Shift + R            | Show live edits                        |
| Ctrl + Alt + A then C             | Verbalize comment                      |
| Ctrl + Alt + A then A             | Verbalize comment anchor               |
| Ctrl + Alt + A then S             | Verbalize selection formatting         |
| Ctrl + Alt + Shift + A then L     | Verbalize cursor location              |
| Ctrl + Alt + Shift + 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 + 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 then H                   | Show outline                                                      |
| Ctrl + Alt + N then H                   | Move to next heading                                              |
| Ctrl + Alt + P then H                   | Move to previous heading                                          |
| Ctrl + Alt + N then 1                   | ... to 6: Move to next heading                                    |
| Ctrl + Alt + P then 1                   | ... to 6: Move to previous heading                                |
| Ctrl + Alt + N then G                   | Move to next graphic (image or drawing)                           |
| Ctrl + Alt + P then G                   | Move to previous graphic (image or drawing)                       |
| Ctrl + Alt + N then O                   | Move to next list                                                 |
| Ctrl + Alt + P then O                   | Move to previous list                                             |
| Ctrl + Alt + N then I                   | Move to next item in the current list                             |
| Ctrl + Alt + P then I                   | Move to previous item in the current list                         |
| Ctrl + Alt + N then L                   | Move to next link                                                 |
| Ctrl + Alt + P then L                   | Move to previous link                                             |
| Ctrl + Alt + N then B                   | Move to next bookmark                                             |
| Ctrl + Alt + P then B                   | Move to previous bookmark                                         |
| Ctrl + Alt + N then W                   | Move to next formatting change                                    |
| Ctrl + Alt + P then W                   | Move to previous formatting change                                |
| Ctrl + Alt + N then R or Ctrl + Alt + K | (while viewing revision history or new changes) Move to next edit |
| Ctrl + Alt + P then                     | (while viewing revision history or                                |

|                     |                                    |
|---------------------|------------------------------------|
| R or Ctrl + Alt + J | new changes) Move to previous edit |
|---------------------|------------------------------------|

Table navigation:

|                               |                                |
|-------------------------------|--------------------------------|
| Ctrl + Alt + Shift + T then S | Move to the start of the table |
|-------------------------------|--------------------------------|

|                               |                              |
|-------------------------------|------------------------------|
| Ctrl + Alt + Shift + T then D | Move to the end of the table |
|-------------------------------|------------------------------|

|                               |                                       |
|-------------------------------|---------------------------------------|
| Ctrl + Alt + Shift + T then I | Move to the start of the table column |
|-------------------------------|---------------------------------------|

|                               |                                     |
|-------------------------------|-------------------------------------|
| Ctrl + Alt + Shift + T then K | Move to the end of the table column |
|-------------------------------|-------------------------------------|

|                               |                               |
|-------------------------------|-------------------------------|
| Ctrl + Alt + Shift + T then B | Move to the next table column |
|-------------------------------|-------------------------------|

|                               |                                   |
|-------------------------------|-----------------------------------|
| Ctrl + Alt + Shift + T then V | Move to the previous table column |
|-------------------------------|-----------------------------------|

|                               |                                    |
|-------------------------------|------------------------------------|
| Ctrl + Alt + Shift + T then J | Move to the start of the table row |
|-------------------------------|------------------------------------|

|                               |                                  |
|-------------------------------|----------------------------------|
| Ctrl + Alt + Shift + T then L | Move to the end of the table row |
|-------------------------------|----------------------------------|

|                               |                            |
|-------------------------------|----------------------------|
| Ctrl + Alt + Shift + T then M | Move to the next table row |
|-------------------------------|----------------------------|

|                               |                                |
|-------------------------------|--------------------------------|
| Ctrl + Alt + Shift + T then G | Move to the previous table row |
|-------------------------------|--------------------------------|

|                               |            |
|-------------------------------|------------|
| Ctrl + Alt + Shift + T then E | Exit table |
|-------------------------------|------------|

|                               |                        |
|-------------------------------|------------------------|
| Ctrl + Alt + Shift + N then T | Move to the next table |
|-------------------------------|------------------------|

|                               |                            |
|-------------------------------|----------------------------|
| Ctrl + Alt + Shift + P then T | Move to the previous table |
|-------------------------------|----------------------------|

Other tools and navigation:

|                        |                       |
|------------------------|-----------------------|
| Ctrl + Alt + Shift + H | Open revision history |
|------------------------|-----------------------|

|                        |                   |
|------------------------|-------------------|
| Ctrl + Alt + Shift + I | Open Explore tool |
|------------------------|-------------------|

|                      |                       |
|----------------------|-----------------------|
| Ctrl + Alt + X or F7 | Open spelling/grammar |
|----------------------|-----------------------|

|                  |                 |
|------------------|-----------------|
| Ctrl + Shift + Y | Open dictionary |
|------------------|-----------------|

|                  |            |
|------------------|------------|
| Ctrl + Shift + C | Word count |
|------------------|------------|

|                  |                                                      |
|------------------|------------------------------------------------------|
| Ctrl + Shift + S | (available in Chrome browsers)<br>Start voice typing |
|------------------|------------------------------------------------------|

|                                  |                  |
|----------------------------------|------------------|
| Ctrl + Alt + . or Ctrl + Alt + , | Go to side panel |
|----------------------------------|------------------|

|         |         |
|---------|---------|
| Page Up | Page up |
|---------|---------|

|           |           |
|-----------|-----------|
| Page Down | Page down |
|-----------|-----------|

|          |                          |
|----------|--------------------------|
| Ctrl + ' | Move to next misspelling |
|----------|--------------------------|

|          |                              |
|----------|------------------------------|
| Ctrl + ; | Move to previous misspelling |
|----------|------------------------------|

|                       |                          |
|-----------------------|--------------------------|
| Ctrl + Alt + O then H | Insert or move to header |
|-----------------------|--------------------------|

|                       |                          |
|-----------------------|--------------------------|
| Ctrl + Alt + O then F | Insert or move to footer |
|-----------------------|--------------------------|

|                       |                                                        |
|-----------------------|--------------------------------------------------------|
| Ctrl + Alt + E then P | (for links, bookmarks, and images) Move focus to popup |
|-----------------------|--------------------------------------------------------|

|                        |                                |
|------------------------|--------------------------------|
| Ctrl + Alt + Shift + M | Move focus out of editing area |
|------------------------|--------------------------------|

|                   |                           |
|-------------------|---------------------------|
| Alt + Right arrow | Show person or group info |
|-------------------|---------------------------|

*Last modification: 23/8/2022 09:30:19*

*More information:* [defkey.com/ha/google-docs-pc-shortcuts](https://defkey.com/ha/google-docs-pc-shortcuts)

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