



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
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Table navigation:

Ctrl + Alt + Shift + T then S	Move to the start of the table
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Ctrl + Alt + Shift + T then D	Move to the end of the table
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Ctrl + Alt + Shift + T then I	Move to the start of the table column
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Ctrl + Alt + Shift + T then K	Move to the end of the table column
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Ctrl + Alt + Shift + T then B	Move to the next table column
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Ctrl + Alt + Shift + T then V	Move to the previous table column
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Ctrl + Alt + Shift + T then J	Move to the start of the table row
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Ctrl + Alt + Shift + T then L	Move to the end of the table row
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Ctrl + Alt + Shift + T then M	Move to the next table row
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Ctrl + Alt + Shift + T then G	Move to the previous table row
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Ctrl + Alt + Shift + T then E	Exit table
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Ctrl + Alt + Shift + N then T	Move to the next table
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Ctrl + Alt + Shift + P then T	Move to the previous table
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Other tools and navigation:

Ctrl + Alt + Shift + H	Open revision history
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Ctrl + Alt + Shift + I	Open Explore tool
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Ctrl + Alt + X or F7	Open spelling/grammar
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Ctrl + Shift + Y	Open dictionary
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Ctrl + Shift + C	Word count
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Ctrl + Shift + S	(available in Chrome browsers) Start voice typing
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Ctrl + Alt + . or Ctrl + Alt + ,	Go to side panel
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Page Up	Page up
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Page Down	Page down
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Ctrl + '	Move to next misspelling
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Ctrl + ;	Move to previous misspelling
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Ctrl + Alt + O then H	Insert or move to header
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Ctrl + Alt + O then F	Insert or move to footer
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Ctrl + Alt + E then P	(for links, bookmarks, and images) Move focus to popup
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Ctrl + Alt + Shift + M	Move focus out of editing area
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Alt + Right arrow	Show person or group info
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More information: defkey.com/pt/google-docs-pc-shortcuts

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