



Google docs shortcuts (WINDOWS)



Common actions

Copy	Ctrl+c
Cut	Ctrl+x
Paste	Ctrl+v
Paste without formatting	Ctrl+Shift+v
Undo	Ctrl+z
Redo	Ctrl+Shift+z
Insert or edit link	Ctrl+k
Open link	Alt+Enter
Show common keyboard shortcuts	Ctrl+/
Save (is automatic)	Ctrl+s
Print	Ctrl+p
Open	Ctrl+o
Find	Ctrl+f
Find and replace	Ctrl+h
Find again	Ctrl+g
Find previous	Ctrl+Shift+g
Hide the menus (compact mode)	Ctrl+Shift+f
Insert page break	Ctrl+Enter
Search the menus	Alt+/
Repeat last action	Ctrl+y

Text formatting

Bold	Ctrl+b
Italicize	Ctrl+i
Underline	Ctrl+u
Strikethrough	Alt+Shift+5
Superscript	Ctrl+.
Subscript	Ctrl+,
Copy text formatting	Ctrl+Alt+c
Paste text formatting	Ctrl+Alt+v
Clear text formatting	Ctrl+\
Increase font size	Ctrl+Shift+>
Decrease font size	Ctrl+Shift+<

Paragraph formatting

Increase paragraph indentation	Ctrl+]
Decrease paragraph indentation	Ctrl+[
Apply normal text style	Ctrl+Alt+0
Apply heading style [1-6]	Ctrl+Alt+[1-6]
Left align	Ctrl+Shift+l
Center align	Ctrl+Shift+e
Right align	Ctrl+Shift+r
Justify	Ctrl+Shift+j
Numbered list	Ctrl+Shift+7
Bulleted list	Ctrl+Shift+8
Move paragraph up/down	Ctrl+Shift+↑/↓

Images and drawings

Alt text	Ctrl+Alt+y
Resize larger	Ctrl+Alt+k
Resize larger horizontally	Ctrl+Alt+b
Resize larger vertically	Ctrl+Alt+i
Resize smaller	Ctrl+Alt+j
Resize smaller horizontally	Ctrl+Alt+w
Resize smaller vertically	Ctrl+Alt+q
Rotate clockwise by 15°	Alt+→
Rotate counterclockwise by 15°	Alt+←
Rotate counterclockwise by 1°	Alt+Shift+←
Rotate clockwise by 1°	Alt+Shift+→
Close drawing editor	Shift+Esc

Comments and footnotes

Insert comment	Ctrl+Alt+m
Open discussion thread	Ctrl+Alt+Shift+a
Enter current comment	Ctrl+Enter
Insert footnote	Ctrl+Alt+f
Move to current footnote	Ctrl+Alt, e then f
Move to next footnote	Ctrl+Alt, press n then f
Move to previous footnote	Ctrl+Alt, p then f

Menus

Context (right-click) menu	Ctrl+Shift+x
File menu	Alt+f
Edit menu	Alt+e
View menu	Alt+v
Insert menu	Alt+i
Format menu	Alt+o
Tools menu	Alt+t
Help menu	Alt+h

Text selection with keyboard

Select all	Ctrl+a
Extend selection one character	Shift+←/→
Extend selection one line	Shift+↑/↓
Extend selection one word	Ctrl+Shift+←/→
Extend selection to beginning of line	Shift+Home
Extend selection to end of line	Shift+End
Extend selection to beginning	Ctrl+Shift+Home
Extend selection to end of doc	Ctrl+Shift+End
Select current list item	Ctrl+Alt+Shift, e then i
Select all list items	Ctrl+Alt+Shift, e then o

Text selection with mouse

Select word	Double-click
Extend selection one word	Dbf-click+drag
Select paragraph	Triple-click
Extend selection one paragraph	Triple-click+drag

Other tools and navigation

Open revision history	Ctrl+Alt+Shift+h
Open spelling/grammar	Ctrl+Alt+x
Open dictionary	Ctrl+Shift+y
Word count	Ctrl+Shift+c
Go to side panel	Ctrl+Alt+.
Page up/down	Page Up or Page Down
Move to next/prev misspelling	Ctrl+' or ;

