|  |
| --- |
| **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*Every change is automatically saved in Drive* | **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 + /Alt + Shift + z***Google Chrome:* **Alt + z** |
| **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 + \Ctrl + Space** |
| 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 | **Alt + Shift + Up/down arrow** |
| **Images and drawings** |
| 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 + Right arrow** |
| Rotate counterclockwise by 15° | **Alt + Left arrow** |
| Rotate counterclockwise by 1° | **Alt + Shift + Left arrow** |
| Rotate clockwise by 1° | **Alt + Shift + Right arrow** |
| 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 | holding **Ctrl + Alt**, press **e** then **f** |
| Move to next footnote | holding **Ctrl + Alt**, press **n** then **f** |
| Move to previous footnote | holding **Ctrl + Alt**, press **p** then **f** |
| **Menus** |
| Context (right-click) menu | **Ctrl + Shift + xCtrl + Shift + \** |
| File menu | *in Google Chrome:***Alt + f***other browsers:***Alt + Shift + f** |
| Edit menu | *in Google Chrome:***Alt + e***other browsers:***Alt + Shift + e** |
| View menu | *in Google Chrome:***Alt + v***other browsers:***Alt + Shift + v** |
| Insert menu | *in Google Chrome:***Alt + i***other browsers:***Alt + Shift + i** |
| Format menu | *in Google Chrome:***Alt + o***other browsers:***Alt + Shift + o** |
| Tools menu | *in Google Chrome:***Alt + t***other browsers:***Alt + Shift + t** |
| Table menu | *in Google Chrome:***Alt + b***other browsers:***Alt + Shift + b** |
| Help menu | *in Google Chrome:***Alt + h***other browsers:***Alt + Shift + h** |
| Accessibility menu*(present when screen reader support is enabled)* | *in Google Chrome:***Alt + a***other browsers:***Alt + Shift + a** |
| Input Tools menu*(available in documents in non-Latin languages)* | **Ctrl + Alt + Shift + k** |
| Toggle input controls*(available in documents in non-Latin languages)* | **Ctrl + Shift + k** |
| Show your browser's context menu | **Shift + right-click** |
| **Text selection with keyboard** |
| Select all | **Ctrl + a** |
| Extend selection one character | **Shift + Left/right arrow** |
| Extend selection one line | **Shift + Up/down arrow** |
| Extend selection one word | **Ctrl + Shift + Left/right arrow** |
| Extend selection to the beginning of the line | **Shift + Home** |
| Extend selection to the end of the line | **Shift + End** |
| Extend selection to the beginning of the document | **Ctrl + Shift + Home** |
| Extend selection to the end of the document | **Ctrl + Shift + End** |
| Select current list item | holding **Ctrl + Alt + Shift,** press **e**then **i** |
| Select all list items at current level | holding **Ctrl + Alt + Shift**, press **e**then **o** |
| **Text selection with mouse** |
| Select word | Double-click |
| Extend selection one word at a time | Double-click + drag |
| Select paragraph | Triple-click |
| Extend selection one paragraph at a time | Triple-click + drag |
| **Screen reader support** |
| Enable screen reader support[*Learn more about using Google Docs with a screen reader*](https://support.google.com/docs/answer/1632201) | **Ctrl + Alt + z****Alt + Shift + ~** |
| Speak selection | **Ctrl + Alt + x** |
| Speak from cursor location | **Ctrl + Alt + r** |
| Announce cursor location | holding **Ctrl + Alt**, press **a** then **l** |
| Announce formatting at cursor location | holding **Ctrl + Alt**, press **a** then **f** |
| Speak the table column and row header | holding **Ctrl + Alt** **+ Shift**, press **t**then **h** |
| Speak the table cell location | holding **Ctrl + Alt + Shift,** press **t**then **n** |
| Speak the table row header | holding **Ctrl + Alt + Shift**, press **t**then **r** |
| Speak the table column header | holding **Ctrl + Alt + Shift**, press **t**then **c** |

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** |
| Move to next heading | holding **Ctrl + Alt**, press **n** then **h** |
| Move to previous heading | holding **Ctrl + Alt**, press **p** then **h** |
| Move to next heading [1-6] | holding **Ctrl + Alt**, press **n** then [1-6] |
| Move to previous heading [1-6] | holding **Ctrl + Alt**, press **p** then [1-6] |
| Move to next graphic*(image or drawing)* | holding **Ctrl + Alt**, press **n** then **g** |
| Move to previous graphic*(image or drawing)* | holding **Ctrl + Alt**, press **p** then **g** |
| Move to next list | holding **Ctrl + Alt**, press **n** then **o** |
| Move to previous list | holding **Ctrl + Alt**, press **p** then **o** |
| Move to next item in the current list | holding **Ctrl + Alt**, press **n** then **i** |
| Move to previous item in the current list | holding **Ctrl + Alt**, press **p** then **i** |
| Move to next link | holding **Ctrl + Alt**, press **n** then **l** |
| Move to previous link | holding **Ctrl + Alt**, press **p** then **l** |
| Move to next bookmark | holding **Ctrl + Alt**, press **n** then **b** |
| Move to previous bookmark | holding **Ctrl + Alt**, press **p** then **b** |
| Move to next formatting change | holding **Ctrl + Alt**, press **n** then **w** |
| Move to previous formatting change | holding **Ctrl + Alt**, press **p** then **w** |
| Move to next edit*(while viewing revision history or new changes)* | holding **Ctrl + Alt**, press **n** then **r****Ctrl + Alt + k** |
| Move to previous edit*(while viewing revision history or new changes)* | holding **Ctrl + Alt**, press **p** then **r****Ctrl + Alt + j** |
| **Table navigation** |
| Move to the start of the table | holding **Ctrl + Alt + Shift,** press **t**then **s** |
| Move to the end of the table | holding **Ctrl + Alt + Shift**, press **t**then **d** |
| Move to the start of the table column | holding **Ctrl + Alt + Shift**, press **t**then **i** |
| Move to the end of the table column | holding **Ctrl + Alt + Shift**, press **t**then **k** |
| Move to the next table column | holding **Ctrl + Alt + Shift**, press **t**then **b** |
| Move to the previous table column | holding **Ctrl + Alt + Shift**, press **t**then **v** |
| Move to the start of the table row | holding **Ctrl + Alt + Shift**, press **t**then **j** |
| Move to the end of the table row | holding **Ctrl + Alt + Shift**, press **t**then **l** |
| Move to the next table row | holding **Ctrl + Alt + Shift**, press **t**then **m** |
| Move to the previous table row | holding **Ctrl + Alt + Shift**, press **t**then **g** |
| Exit table | holding **Ctrl + Alt + Shift**, press **t**then **e** |
| Move to the next table | holding **Ctrl + Alt + Shift**, press **n**then **t** |
| Move to the previous table | holding **Ctrl + Alt + Shift**, press **p**then **t** |
| **Other tools and navigation** |
| Open revision history | **Ctrl + Alt + Shift + h** |
| Open Explore tool | **Ctrl + Alt + Shift + i** |
| Open dictionary | **Ctrl + Shift + y** |
| Word count | **Ctrl + Shift + c** |
| Start voice typing*(available in Chrome browsers)* | **Ctrl + Shift + s** |
| Page up | **Page Up** |
| Page down | **Page Down** |
| Move to next misspelling | **Ctrl + '** |
| Move to previous misspelling | **Ctrl + ;** |
| Insert or move to header | holding **Ctrl + Alt**, press **o** then **h** |
| Insert or move to footer | holding **Ctrl + Alt**, press **o** then **f** |
| Move focus to popup*(for links, bookmarks, and images)* | holding **Ctrl + Alt**, press **e**then **p** |
| Open chat inside the document | **Shift + Esc** |
| Move focus out of document text | **Ctrl + Alt + Shift + m** |
| Return focus to document text | **Esc** |
| Focus containing webpage*(such as when using Docs in Google+ Hangouts)* | **Ctrl + Shift + Esc** |