

Keyboard shortcuts for Google Docs

	Paragraph formatting
Ctrl +]	Increase paragraph indentation
Ctrl + [Decrease paragraph indentation
Ctrl + Alt + 0	Apply normal text style
Ctrl + Alt + [1-6]	Apply heading style [1-6]
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 + Up/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 + Enter	Enter current comment
Ctrl + Alt + f	Insert footnote
holding Ctrl + Alt, press e then f	Move to current footnote
holding Ctrl + Alt, press n then f	Move to next footnote
holding Ctrl + Alt, press p then f	Move to previous footnote
	Menus
Ctrl + Shift + x	Context (right-click) menu
Ctrl + Shift + \	
in Google Chrome: Alt + f	File menu
other browsers: Alt + Shift + f	
in Google Chrome: Alt + e	Edit menu
other browsers: Alt + Shift + e	
in Google Chrome: Alt + v	View menu
other browsers: Alt + Shift + v	
in Google Chrome: Alt + i	Insert menu
other browsers: Alt + Shift + i	
in Google Chrome: Alt + o	Format menu

	Format menu
other browsers: Alt + Shift + o	
in Google Chrome: Alt + t	Tools menu
other browsers: Alt + Shift + t	
in Google Chrome: Alt + h	Help menu
other browsers: Alt + Shift + h	
in Google Chrome: Alt + a	Accessibility menu
other browsers: Alt + Shift + a	(present when screen reader support is enabled)
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
Shift + Left/right arrow	Extend selection one character
Shift + Up/down arrow	Extend selection one line
Ctrl + Shift + Left/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
holding Ctrl + Alt + Shift, press e then i	Select current list item
holding Ctrl + Alt + Shift, press e then o	Select all list items at current level
	Text selection with mouse
Double-click	Select word
Double-click + drag	Extend selection one word at a time
Triple-click	Select paragraph
Triple-click + drag	Extend selection one paragraph at a time

Screen reader support	
Ctrl + Alt + z	Enable screen reader support
Alt + Shift + ~	Enable braille support
Ctrl + Alt + h	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 c	Speak the table column header
Ctrl + Alt + Shift + r	Show live edits

Document navigation	
holding Ctrl + Alt, press a then h	Show document outline
holding Ctrl + Alt, press n then h	Move to next heading
holding Ctrl + Alt, press p then h	Move to previous heading
holding Ctrl + Alt, press n then [1-6]	Move to next heading [1-6]
holding Ctrl + Alt, press p then [1-6]	Move to previous heading [1-6]
holding Ctrl + Alt, press n then g	Move to next graphic (image or drawing)
holding Ctrl + Alt, press p then g	Move to previous graphic (image or drawing)
holding Ctrl + Alt, press n then o	Move to next list
holding Ctrl + Alt, press p then o	Move to previous list
holding Ctrl + Alt, press n then i	Move to next item in the current list
holding Ctrl + Alt, press p then i	Move to previous item in the current list
holding Ctrl + Alt, press n then l	Move to next link
holding Ctrl + Alt, press p then l	Move to previous link
holding Ctrl + Alt, press n then b	Move to next bookmark
holding Ctrl + Alt, press p then b	Move to previous bookmark
holding Ctrl + Alt, press n then w	Move to next formatting change
holding Ctrl + Alt, press p then w	Move to previous formatting change
holding Ctrl + Alt, press n then r	Move to next edit
Ctrl + Alt + k	(while viewing revision history or new changes)
holding Ctrl + Alt, press p then r	Move to previous edit
Ctrl + Alt + j	(while viewing revision history or new changes)
Table navigation	
holding Ctrl + Alt + Shift, press t then s	Move to the start of the table
holding Ctrl + Alt + Shift, press t then d	Move to the end of the table
holding Ctrl + Alt + Shift, press t then i	Move to the start of the table column
holding Ctrl + Alt + Shift, press t then k	Move to the end of the table column
holding Ctrl + Alt + Shift, press t then b	Move to the next table column
holding Ctrl + Alt + Shift, press t then v	Move to the previous table column
holding Ctrl + Alt + Shift, press t then j	Move to the start of the table row
holding Ctrl + Alt + Shift, press t then l	Move to the end of the table row
holding Ctrl + Alt + Shift, press t then m	Move to the next table row

holding Ctrl + Alt + Shift, press t then g	Move to the previous table row
holding Ctrl + Alt + Shift, press t then e	Exit table
holding Ctrl + Alt + Shift, press n then t	Move to the next table
holding Ctrl + Alt + Shift, press 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	Open spelling/grammar
F7	
Ctrl + Shift + y	Open dictionary
Ctrl + Shift + c	Word count
Ctrl + Shift + s	Start voice typing (available in Chrome browsers)
Ctrl + Alt + .	Go to side panel
Ctrl + Alt + ,	
Page Up	Page up
Page Down	Page down
Ctrl + '	Move to next misspelling
Ctrl + ;	Move to previous misspelling
holding Ctrl + Alt, press o then h	Insert or move to header
holding Ctrl + Alt, press o then f	Insert or move to footer
holding Ctrl + Alt, press e then p	Move focus to popup (for links, bookmarks, and images)
Ctrl + Alt + Shift + m	Move focus out of editing area
Alt + Right arrow	Show person or group info

Mac shortcuts	
	Common actions
⌘ + c	Copy
⌘ + x	Cut
⌘ + v	Paste
⌘ + Shift + v	Paste without formatting
⌘ + z	Undo
⌘ + Shift + z	Redo
⌘ + k	Insert or edit link
Option + Enter	Open link
⌘ + /	Show common keyboard shortcuts
⌘ + s	Save
	Every change is automatically saved in Drive
⌘ + p	Print
⌘ + o	Open
⌘ + f	Find

 + Shift + h	Find and replace
 + g	Find again
 + Shift + g	Find previous
Ctrl + Shift + f	Hide the menus (compact mode)
 + Enter	Insert page break
Option + /	Search the menus
Ctrl + Option + z	
 + y	Repeat last action

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

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

Images and drawings	
 + Option + y	Alt text
 + Ctrl + k	Resize larger
 + Ctrl + b	Resize larger horizontally
 + Ctrl + i	Resize larger vertically
 + Ctrl + j	Resize smaller
 + Ctrl + w	Resize smaller horizontally
 + Ctrl + q	Resize smaller vertically
Option + Right arrow	Rotate clockwise by 15°
Option + Left arrow	Rotate counterclockwise by 15°
Option + Shift + Left arrow	Rotate counterclockwise by 1°
Option + Shift + Right arrow	Rotate clockwise by 1°

⌘ + Esc	Close drawing editor
Shift + Esc	

Comments and footnotes	
⌘ + Option + m	Insert comment
⌘ + Option + Shift + a	Open discussion thread
Ctrl + Enter	Enter current comment
⌘ + Option + f	Insert footnote
holding Ctrl + ⌘, press e then f	Move to current footnote
holding Ctrl + ⌘, press n then f	Move to next footnote
holding Ctrl + ⌘, press p then f	Move to previous footnote

Menus	
⌘ + Shift + \	Context (right-click) menu
Ctrl + Option + f	File menu
Ctrl + Option + e	Edit menu
Ctrl + Option + v	View menu
Ctrl + Option + i	Insert menu
Ctrl + Option + o	Format menu
Ctrl + Option + t	Tools menu
Ctrl + Option + h	Help menu
Ctrl + Option + a	Accessibility menu
	(present when screen reader support is enabled)
⌘ + Option + Shift + k	Input Tools menu
	(available in documents in non-Latin languages)
⌘ + Shift + k	Toggle input controls
	(available in documents in non-Latin languages)
Shift + right-click	Show your browser's context menu
	Text selection with keyboard
⌘ + a	Select all
Shift + Left/right arrow	Extend selection one character
Shift + Up/down arrow	Extend selection one line
Shift + Fn + Left arrow	Extend selection to the beginning of the line
Option + Shift + Up/Down arrow	Extend selection one paragraph
Shift + Fn + Right arrow	Extend selection to the end of the line
⌘ + Shift + Up arrow	Extend selection to the beginning of the document
⌘ + Shift + Down arrow	Extend selection to the end of the document
holding Ctrl + ⌘ + Shift, press e then i	Select current list item
holding Ctrl + ⌘ + Shift, press e then o	Select all list items at current level
Double-click	Text selection with mouse
Double-click + drag	Select word
Triple-click	Extend selection one word at a time
Triple-click + drag	Select paragraph
	Extend selection one paragraph at a time

Screen reader support	
Option + ⌘ + z	Enable screen reader support
⌘ + Option + h	Enable braille support
holding Ctrl + ⌘ , press a then x	Speak selection
holding Ctrl + ⌘ , press a then r	Speak from cursor location
holding Ctrl + ⌘ , press a then l	Announce cursor location
holding Ctrl + ⌘ , press a then f	Announce formatting at cursor location
holding Ctrl + ⌘ + Shift, press t then h	Speak the table column and row header
holding Ctrl + ⌘ + Shift, press t then n	Speak the table cell location
holding Ctrl + ⌘ + Shift, press t then r	Speak the table row header
holding Ctrl + ⌘ + Shift, press t then c	Speak the table column header
⌘ + Option + Shift + r	Show live edits

Document navigation	
holding Ctrl + ⌘ , press a then h	Show document outline
holding Ctrl + ⌘ , press n then h	Move to next heading
holding Ctrl + ⌘ , press p then h	Move to previous heading
holding Ctrl + ⌘ , press n then [1-6]	Move to next heading [1-6]
holding Ctrl + ⌘ , press p then [1-6]	Move to previous heading [1-6]
holding Ctrl + ⌘ , press n then g	Move to next media (image or drawing)
holding Ctrl + ⌘ , press p then g	Move to previous media (image or drawing)
holding Ctrl + ⌘ , press n then o	Move to next list
holding Ctrl + ⌘ , press p then o	Move to previous list
holding Ctrl + ⌘ , press n then i	Move to next item in the current list
holding Ctrl + ⌘ , press p then i	Move to previous item in the current list
holding Ctrl + ⌘ , press n then l	Move to next link
holding Ctrl + ⌘ , press p then l	Move to previous link
holding Ctrl + ⌘ , press n then b	Move to next bookmark
holding Ctrl + ⌘ , press p then b	Move to previous bookmark
holding Ctrl + ⌘ , press n then w	Move to next formatting change
holding Ctrl + ⌘ , press p then w	Move to previous formatting change
holding Ctrl + ⌘ , press n then r	Move to the next edit (while viewing revision history or new changes)
holding Ctrl + ⌘ , press p then r	Move to the previous edit (while viewing revision history or new changes)
	Table navigation
holding Ctrl + ⌘ + Shift, press t then s	Move to the start of the table
holding Ctrl + ⌘ + Shift, press t then d	Move to the end of the table

holding Ctrl + ⌘ + Shift, press t then i	Move to the start of the table column
holding Ctrl + ⌘ + Shift, press t then k	Move to the end of the table column
holding Ctrl + ⌘ + Shift, press t then b	Move to the next table column
holding Ctrl + ⌘ + Shift, press t then v	Move to the previous table column
holding Ctrl + ⌘ + Shift, press t then j	Move to the start of the table row
holding Ctrl + ⌘ + Shift, press t then l	Move to the end of the table row
holding Ctrl + ⌘ + Shift, press t then m	Move to the next table row
holding Ctrl + ⌘ + Shift, press t then g	Move to the previous table row
holding Ctrl + ⌘ + Shift, press t then e	Exit table
holding Ctrl + ⌘ + Shift, press n then t	Move to the next table
holding Ctrl + ⌘ + Shift, press p then t	Move to the previous table
	Other tools and navigation
⌘ + Option + Shift + h	Open revision history
⌘ + Option + Shift + i	Open Explore tool
⌘ + Option + x	Open spelling/grammar
Fn + F7	
⌘ + Shift + y	Open dictionary
⌘ + Shift + c	Word count
⌘ + Shift + s	Start voice typing (available in Chrome browsers)
⌘ + Option + .	Go to side panel
⌘ + Option + ,	
Fn + Up arrow	Page up
Fn + Down arrow	Page down
⌘ + '	Move to next misspelling
⌘ + ;	Move to previous misspelling
holding Ctrl + ⌘, press o then h	Insert or move to header
holding Ctrl + ⌘, press o then f	Insert or move to footer
holding Ctrl + ⌘, press e then p	Move focus to popup (for links, bookmarks, and images)
⌘ + Option + Shift + m	Move focus out of document text
Esc	Return focus to document text
Option + Right arrow	Show person or group info

	Common actions
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
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 + /	
Alt + Shift + z	Search the menus
Google Chrome: Alt + z	
Ctrl + y	Repeat last action
	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 + \	Clear text formatting
Ctrl + Space	
Ctrl + Shift + >	Increase font size
Ctrl + Shift + <	Decrease font size