Keyboard shortcuts for Google Docs

Use keyboard shortcuts in Google Docs to navigate, format, and edit.

Note: Some shortcuts might not work for all languages or keyboards.

Computer   Android   iPhone & iPad

To open a list of keyboard shortcuts in Google Docs, press **Ctrl + /** (Windows, Chrome OS) or **⌘ + /** (Mac).

To search the menus, press **Alt + /** (Windows, Chrome OS) or **Option + /** (Mac).

You can also use menu access keys. Open any application menu using the keyboard, then type the underlined letter for the item you'd like to select. For example, to open the Insert menu on a Mac, press **Ctrl + Option + i**. To select "Image," type the underlined letter **i**.

PC shortcuts

Mac shortcuts

Common actions	
Copy	⌘ + c
Cut	⌘ + x
Paste	⌘ + v
Paste without formatting	⌘ + Shift + v
Undo	⌘ + z
Redo	⌘ + Shift + z
Insert or edit link	⌘ + k
Open link	**Option + Enter**
Show common keyboard shortcuts	⌘ + /
Save *Every change is automatically saved in Drive*	⌘ + s
Print	⌘ + p
Open	⌘ + o
Find	⌘ + f
Find and replace	⌘ + Shift + h
Find again	⌘ + g
Find previous	⌘ + Shift + g
Hide the menus (compact mode)	**Ctrl + Shift + f**
Insert page break	**⌘ + Enter**
Search the menus	**Option + /** **Ctrl + Option + z**
Repeat last action	⌘ + y
Switch to editing	**⌘ + Option + Shift + z**
Switch to suggesting	**⌘ + Option + Shift + x**
Switch to viewing	**⌘ + Option + Shift + c**
Text formatting	
Bold	⌘ + b
Italicize	⌘ + i

Underline	⌘ + u
Strikethrough	⌘ + Shift + x
Superscript	⌘ + .
Subscript	⌘ + ,
Copy text formatting	⌘ + Option + c
Paste text formatting	⌘ + Option + v
Clear text formatting	⌘ + \
Increase font size	⌘ + Shift + .
Decrease font size	⌘ + Shift + ,

Paragraph formatting

Increase paragraph indentation	⌘ +]
Decrease paragraph indentation	⌘ + [
Apply normal text style	⌘ + Option + 0
Apply heading style [1-6]	⌘ + Option + [1-6]
Left align	⌘ + Shift + l
Center align	⌘ + Shift + e
Right align	⌘ + Shift + r
Justify	⌘ + Shift + j
Numbered list	⌘ + Shift + 7
Bulleted list	⌘ + Shift + 8
Checklist	⌘ + Shift + 9
Move paragraph up/down	Ctrl + Shift + Up/down arrow

Images and drawings

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

Comments and footnotes

Insert comment	⌘ + Option + m
Open discussion thread	⌘ + Option + Shift + a
Enter current comment	holding Ctrl + ⌘, press e then c
Insert footnote	⌘ + Option + f
Move to current footnote	holding Ctrl + ⌘, press e then f

Move to next footnote	holding **Ctrl + ⌘**, press **n** then **f**
Move to previous footnote	holding **Ctrl + ⌘**, press **p** then **f**
Move to next suggestion	holding **Ctrl + ⌘**, press **n** then **u**
Move to previous suggestion	holding **Ctrl + ⌘**, press **p** then **u**
Review suggested edits	holding **Ctrl + ⌘**, press **o** then **u**
Move to next comment	holding **Ctrl + ⌘**, press **n** then **c**
Move to previous comment	holding **Ctrl + ⌘**, press **p** then **c**
Open comment history	**⌘ + Option + Shift + a**

Use keyboard shortcuts on selected comments

Reply to current comment	R
Move to next comment	J
Move to previous comment	K
Resolve current comment	E
Exit current comment	U

Menus

Context (right-click) menu	**⌘ + Shift + ** **Shift + F10**
File menu	**Ctrl + Option + f**
Edit menu	**Ctrl + Option + e**
View menu	**Ctrl + Option + v**
Insert menu	**Ctrl + Option + i**
Format menu	**Ctrl + Option + o**
Tools menu	**Ctrl + Option + t**
Help menu	**Ctrl + Option + h**
Accessibility menu *(present when screen reader support is enabled)*	**Ctrl + Option + a**
Input Tools menu *(available in documents in non-Latin languages)*	**⌘ + Option + Shift + k**
Toggle input controls *(available in documents in non-Latin languages)*	**⌘ + Shift + k**
Show your browser's context menu	**Shift + right-click**

Text selection with keyboard

Select all	**⌘ + a**
Select none	holding **Ctrl + ⌘**, press **u** then **a**
Extend selection one character	**Shift + Left/right arrow**
Extend selection one line	**Shift + Up/down arrow**
Extend selection to the beginning of the line	**Shift + Fn + Left arrow**
Extend selection one paragraph	**Option + Shift + Up/Down arrow**

Extend selection to the end of the line	**Shift + Fn + Right arrow**
Extend selection to the beginning of the document	**⌘ + Shift + Up arrow**
Extend selection to the end of the document	**⌘ + Shift + Down arrow**
Select current list item	holding **Ctrl + ⌘ + Shift**, press **e** then **i**
Select all list items at current level	holding **Ctrl + ⌘ + Shift**, press **e** then **o**
Select multiple sections of text	After selecting one section of text, **Ctrl + ⌘ + Shift + Left/right arrow**. Use left/right arrow to move to a separate section of text you also want to select.
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 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	
Enable screen reader support	**Option + ⌘ + z**
Enable braille support	**⌘ + Option + h**
Verbalize selection	holding **Ctrl + ⌘ ,** press **a** then **x**
Verbalize from cursor location	holding **Ctrl + ⌘ ,** press **a** then **r**
Announce cursor location	holding **Ctrl + ⌘,** press **a** then **l**
Announce formatting at cursor location	holding **Ctrl + ⌘,** press **a** then **f**
Verbalize table row and column headers	holding **Ctrl + ⌘ + Shift,** press **t** then **h**
Verbalize table cell location	holding **Ctrl + ⌘ + Shift,** press **t** then **n**
Verbalize table row header	holding **Ctrl + ⌘ + Shift,** press **t** then **r**
Verbalize table column header	holding **Ctrl + ⌘ + Shift,** press **t** then **c**
Show live edits	**⌘ + Option + Shift + r**
Verbalize comment	holding **Ctrl + ⌘,** press **a** then **c**
Verbalize comment anchor	holding **Ctrl + ⌘,** press **a** then **a**
Verbalize selection formatting	holding **Ctrl + ⌘,** press **a** then **s**
Verbalize cursor location	holding **Ctrl** + **⌘,** press **A** then **L**
Verbalize word count	holding **Ctrl** + **⌘,** press **A** then **W**

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 + ⌘ + n** or **Ctrl + ⌘ + p** followed by another key.
- Move quickly around a table with **Ctrl + ⌘ + Shift + t** followed by another key.

Document navigation	
Show outline	holding **Ctrl + ⌘,** press **a** then **h**
Move to next heading	holding **Ctrl + ⌘,** press **n** then **h**
Move to previous heading	holding **Ctrl + ⌘,** press **p** then **h**

Move to next heading [1-6]	holding **Ctrl + ⌘**, press **n** then [1-6]
Move to previous heading [1-6]	holding **Ctrl + ⌘**, press **p** then [1-6]
Move to next media *(image or drawing)*	holding **Ctrl + ⌘**, press **n** then **g**
Move to previous media *(image or drawing)*	holding **Ctrl + ⌘**, press **p** then **g**
Move to next list	holding **Ctrl + ⌘**, press **n** then **o**
Move to previous list	holding **Ctrl + ⌘**, press **p** then **o**
Move to next item in the current list	holding **Ctrl + ⌘**, press **n** then **i**
Move to previous item in the current list	holding **Ctrl + ⌘**, press **p** then **i**
Move to next link	holding **Ctrl + ⌘**, press **n** then **l**
Move to previous link	holding **Ctrl + ⌘**, press **p** then **l**
Move to next bookmark	holding **Ctrl + ⌘**, press **n** then **b**
Move to previous bookmark	holding **Ctrl + ⌘**, press **p** then **b**
Move to next formatting change	holding **Ctrl + ⌘**, press **n** then **w**
Move to previous formatting change	holding **Ctrl + ⌘**, press **p** then **w**
Move to the next edit *(while viewing revision history or new changes)*	holding **Ctrl + ⌘**, press **n** then **r**
Move to the previous edit *(while viewing revision history or new changes)*	holding **Ctrl + ⌘**, press **p** then **r**
Table navigation	
Move to the start of the table	holding **Ctrl + ⌘ + Shift**, press **t** then **s**
Move to the end of the table	holding **Ctrl + ⌘ + Shift**, press **t** then **d**
Move to the start of the table column	holding **Ctrl + ⌘ + Shift**, press **t** then **i**
Move to the end of the table column	holding **Ctrl + ⌘ + Shift**, press **t** then **k**
Move to the next table column	holding **Ctrl + ⌘ + Shift**, press **t** then **b**
Move to the previous table column	holding **Ctrl + ⌘ + Shift**, press **t** then **v**
Move to the start of the table row	holding **Ctrl + ⌘ + Shift**, press **t** then **j**
Move to the end of the table row	holding **Ctrl + ⌘ + Shift**, press **t** then **l**
Move to the next table row	holding **Ctrl + ⌘ + Shift**, press **t** then **m**
Move to the previous table row	holding **Ctrl + ⌘ + Shift**, press **t** then **g**
Exit table	holding **Ctrl + ⌘ + Shift**, press **t** then **e**
Move to the next table	holding **Ctrl + ⌘ + Shift**, press **n** then **t**
Move to the previous table	holding **Ctrl + ⌘ + Shift,** press **p** then **t**
Other tools and navigation	
Open revision history	**⌘ + Option + Shift + h**
Open Explore tool	**⌘ + Option + Shift + i**
Open spelling/grammar	**⌘ + Option + x** **Fn + F7**
Open dictionary	**⌘ + Shift + y**
Word count	**⌘ + Shift + c**
Start voice typing *(available in Chrome browsers)*	**⌘ + Shift + s**
Go to side panel	**⌘ + Option + .** **⌘ + Option + ,**
Page up	**Fn + Up arrow**
Page down	**Fn + Down arrow**
Move to next misspelling	**⌘ + '**
Move to previous misspelling	**⌘ + ;**
Insert or move to header	holding **Ctrl + ⌘**, press **o** then **h**

Insert or move to footer	holding **Ctrl + ⌘**, press **o** then **f**
Move focus to popup *(for links, bookmarks, and images)*	holding **Ctrl + ⌘**, press **e** then **p**
Move focus out of document text	**⌘ + Option + Shift + m**
Return focus to document text	**Esc**
Show person or group info	**Option + Right arrow**

Chrome OS shortcuts

Need more help?
Try these next steps:

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