

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 <i>Every change is automatically saved in Drive</i>	⌘ + 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	Ctrl + Shift + Up/down arrow

up/down	
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	holding Ctrl + ⌘ , press p then c

comment	
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 <i>(present when screen reader support is enabled)</i>	Ctrl + Option + a
Input Tools menu <i>(available in documents in non-Latin languages)</i>	⌘ + Option + Shift + k
Toggle input controls <i>(available in documents in non-Latin languages)</i>	⌘ + 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 (<i>image or drawing</i>)	holding Ctrl + ⌘ , press n then g
Move to previous media (<i>image or drawing</i>)	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 (<i>while viewing revision history or new changes</i>)	holding Ctrl + ⌘ , press n then r
Move to the previous edit	holding Ctrl + ⌘ , press p then r

(while viewing revision history or new changes)

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

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