Google Docs Keyboard Shortcuts (PC)

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(Mac users: use Command key instead of Ctrl and option for Alt)

Navigation

Alt+F	Open File menu
Alt + Shift + Up/Down arrow	Move paragraph up/down (PC)
Ctrl + Shift + Up/Down arrow	Move paragraph up/down (Mac)
Ctrl + ;	Move to next misspelling

Document action

Ctrl+A	**Select all**
Ctrl+C	**Copy**
Ctrl+P	**Print**
Ctrl+S	**Save**
Ctrl+V	**Paste**
Ctrl+X	**Cut**
Ctrl+Z	**Undo**
Ctrl+Y	**Redo**
Shift+right-click	Normal right-click
Ctrl+Shift+F	Compact view
Ctrl+Alt+M	Insert **comment**
Ctrl + Alt + F	Insert footnote

Paragraph styling

Ctrl+Alt+0	Normal paragraph style
Ctrl+Alt+1	Header style 1
Ctrl+Alt+2	Header style 2
Ctrl+Alt+3	Header style 3
Ctrl+Alt+4	Header style 4
Ctrl+Alt+5	Header style 5
Ctrl+Alt+6	Header style 6
Ctrl+Shift+L	Left alignment
Ctrl+Shift+E	Center alignment
Ctrl+Shift+R	Right alignment
Ctrl+Shift+J	Full justify
Ctrl+Shift+7	Numbered list
Ctrl+Shift+8	Bulleted list

Text formatting

Ctrl+B	**Bold**
Ctrl+I	**Italic**
Ctrl+U	**Underline**
Ctrl+.	**Superscript**
Ctrl+,	**Subscript**
Ctrl+Alt+C	**Copy** formatting
Ctrl+Alt+V	**Paste** formatting
Ctrl+\	**Clear** formatting

Actions

Ctrl+K	**Insert link**
Ctrl+F	**Find**
Ctrl+ Shift + C	**Word count**
Ctrl+ Shift + Y	**Get definitions**

Google Docs for Mobile Devices

Mobile version	https://docs.google.com/m
Android: Google Docs	http://muo.fm/y0JWYR - Official app for Google Docs (create, edit, upload, share and sync your documents);
iPhone/iPad: Memeo Connect Reader	http://muo.fm/yskRIR – sync, view, share your documents (supports MS Office, Apple iWorks, PDFs, images and videos as well)

Useful Tools

Google Cloud Connect *(Windows)*	http://muo.fm/xeTa7I share, backup, and simultaneously edit Microsoft Word, PowerPoint®, and Excel® documents with coworkers via Google Docs;
Google Docs previews	preview any document sent to your Gmail without having to download or open them in new tabs – to enable it go to Labs under Settings in your Gmail, find Google Docs previews and enable it

Browser Extensions

WatchDoc (Chrome)	http://muo.fm/x0XnhC - get instant notifications within your browser once a shared Google document is edited/updated by another user;
Open It Online (Chrome, Opera, Firefox, IE)	http://www.openitonline.com/ - open and save any online documents (or images) to Google Docs with right-click;

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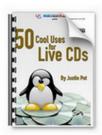## Over 50 Free Downlodable PDF Guides

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