Cheatography

Google Documents shortcut keys Cheat Sheet

by Frederic Villemin (fredv) via cheatography.com/50/cs/89/

Google Spreadsheet - Formatting

Bold	*ctrl*+B
Underline	*ctrl*+U
Italic	*ctrl*+I
Strikethrough	*alt*+*shift*+5
Apply outer border	*alt*+*shift*+7
Remove borders	*alt*+*shift*+-
Apply **t**op border	*alt*+*shift*+T
Apply **b**ottom border	*alt*+*shift*+B
Apply **l**eft border	*alt*+*shift*+L
Apply **r**ight border	*alt*+*shift*+R
Format as currency	*alt*+*shift*+4
Format as percentage	*alt*+*shift*+5
Format as exponent	*alt*+*shift*+6
Format as date	*alt*+*shift*+3
Format as time	*alt*+*shift*+2
Format as decimal	*alt*+*shift*+1

Google Spreadsheet - Navigation

Move to start of row	*Home*
Move to beginning of sheet	*ctrl*+*Home*
Move to end of row	*End*
Move to end of sheet	*ctrl*+*End*
Move to next sheet	*ctrl*+*shift*+*PageDown*
Move to previous sheet	*ctrl*+*shift*+*PageUp*
Scroll to active cell	*ctrl*+*backspace*
Find & Replace	*ctrl*+F

Google Spreadsheet - Actions

Edit a cell	F2
Undo	*ctrl*+Z
Redo	*ctrl*+Y
Insert time	*ctrl*+*shift*+:
Insert date	*ctrl*+;
Fill range	*ctrl*+*Enter*
Fill **d**own	*ctrl*+D
Fill **r**ight	*ctrl*+R
Insert/Edit comment	*shift*+F2
Insert array formula	*ctrl*+*shift*+*Enter*
Add new sheet	*shift*+F11

Google Spreadsheet - Selecting

Select column	*ctrl*+*Space*
Select row	*shift*+*Space*
Select all cells	*ctrl*+*shift*+*Space*
Select active range	*ctrl*+*shift*+8

Google Spreadsheet - Misc

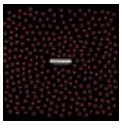
Save	*ctrl*+S
Open	*ctrl*+O
Make a copy	*ctrl*+*shift*+S
Print	*ctrl*+P
Show all formulas	*ctrl*+~
Switch to Compact mode	*ctrl*+*shift*+F
Chat	*shift*+*Esc*
Open documentation (new windowà	*shift*+F1
Show shortcuts	*ctrl*+/
Activate ARIA/JAWS reader	*alt*+*shift*+~

Google Document - Navigation

Move **f**ocus to menu bar	*alt*+*shift*+F
Chat	*shift*+*esc*
Move to header	*ctrl*+*alt*+O then *ctrl*+*alt*+H
Move to footer	*ctrl*+*alt*+O then *ctrl*+*alt*+F
Move to next heading	*ctrl*+*alt*+N then *ctrl*+*alt*+H
Move to previous heading	*ctrl*+*alt*+P then *ctrl*+*alt*+H
Move to next heading [1-6]	*ctrl*+*alt*+N then *ctrl*+*alt*+[1-6]
Move to previous heading [1-6]	*ctrl*+*alt*+P then *ctrl*+*alt*+[1-6]
Move to current footnote	*ctrl*+*alt*+F then *ctrl*+*alt*+E
Move to next misspelling	*ctrl*+;

Google Document - Formatting

Bold	*ctrl*+B
Italicize	*ctrl*+I
Underline	*ctrl*+U
Superscript	*ctrl*+.
Subscript	*ctrl*+,
Copy formatting	*ctrl*+*alt*+C
Paste formatting	*ctrl*+*alt*+V
Clear formatting	*ctrl*+\



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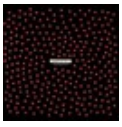
Google Document - Action	
Insert comment	*ctrl+alt+M*
Select all	*ctrl+A*
Copy	*ctrl+C*
Print	*ctrl+P*
Save	*ctrl+S*
Paste	*ctrl+V*
Cut	*ctrl+X*
Undo	*ctrl+Z*
Redo	*ctrl+Y*
Browser's right-click options	*shift+right-click*
Compact controls	*ctrl+shift+F*
Increase paragraph indent.	*tab*
Decrease paragraph indent.	*shift+tab*
Insert footnote	*ctrl+alt+F*
Insert link	*ctrl+K*
Find	*ctrl+F*
Word count	*ctrl+shift+C*
Get definitions	*ctrl+shift+Y*

Google Document - Paragraph formatting	
Normal paragraph style	*ctrl+alt+0*
Header style 1	*ctrl+alt+1*
Header style 2	*ctrl+alt+2*
Header style 3	*ctrl+alt+3*
Header style 4	*ctrl+alt+4*
Header style 5	*ctrl+alt+5*
Header style 6	*ctrl+alt+6*
Left alignment	*ctrl+alt+L*
Center alignment	*ctrl+alt+E*
Right alignment	*ctrl+alt+R*
Full justify	*ctrl+alt+J*

Google Document - Paragraph formatting (cont)	
Numbered list	*ctrl+alt+7*
Bulleted list	*ctrl+alt+8*

Google Presentations - shortcuts	
Insert new slide	*ctrl+M*
Move focus to menu bar	*alt+shift+F*
Copy	*ctrl+C*
Cut	*ctrl+X*
Paste	*ctrl+V*
Bold	*ctrl+B*
Italic	*ctrl+I*
Underline	*ctrl+U*
Save	*ctrl+S*
Move down one screen	*PageDown*
Move up one screen	*PageUp*



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