



G Suite™

Google Docs

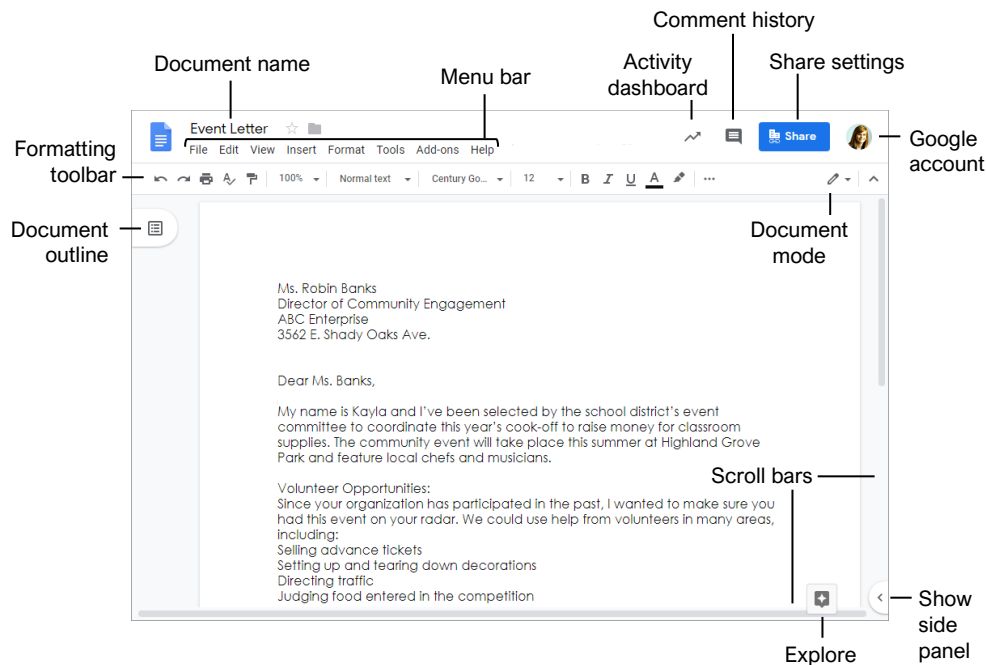
Quick Reference Guide

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The Google Docs Screen



Keyboard Shortcuts

General

Open.....	Ctrl + O
Jump to start	Ctrl + Home
Jump to end	Ctrl + End
Find.....	Ctrl + F
Print	Ctrl + P
Search the menus.....	Alt + /
Hide the menus	Ctrl + Shift + F

Editing

Cut.....	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Paste without formatting.....	Ctrl + Shift + V
Undo.....	Ctrl + Z
Redo	Ctrl + Y
Select all	Ctrl + A
Insert or edit a link	Ctrl + K
Insert a page break.....	Ctrl + Enter

Formatting

Bold	Ctrl + B
Italics	Ctrl + I
Underline.....	Ctrl + U
Strikethrough.....	Alt + Shift + 5
Superscript.....	Ctrl + .
Subscript.....	Ctrl + ,
Align left	Ctrl + Shift + L
Align center	Ctrl + Shift + E
Align right.....	Ctrl + Shift + R
Justify	Ctrl + Shift + J
Increase indent.....	Ctrl +]
Decrease indent	Ctrl + [
Insert a numbered list.....	Ctrl + Shift + 7
Insert a bulleted list	Ctrl + Shift + 8
Increase font size.....	Ctrl + Shift + >
Decrease font size	Ctrl + Shift + <
Copy formatting.....	Ctrl + Alt + C
Paste formatting	Ctrl + Alt + V
Clear formatting.....	Ctrl + \

Comments and Tools

Insert a comment.....	Ctrl + Alt + M
Spelling check	Ctrl + Alt + X
Word count	Ctrl + Shift + C
Dictionary.....	Ctrl + Shift + Y

Docs Fundamentals

Create a Document from Google Drive: In Google Drive, click the **New** button and select **Google Docs**.

Open a Google Doc: Click **File** on the menu bar, select **Open**, then navigate to the file you want to open. Select the document and click **Open**.

Rename a Document: Click in the document name field at the top of an open document. Type a name and press **Enter**.

Star a Document: Click the **Star** button next to the document name. The file appears in the **Starred** section of Google Drive.

Copy a Document: Click **File** on the menu bar and select **Make a copy**. Enter a name for the copied document and specify the folder where you want to save it. Click **OK**.

Move a Document: Click **File** on the menu bar and select **Move to**. Navigate to the folder where you want to move the document and click **Move here**.

Delete a Document: Click **File** on the menu bar and select **Move to trash**.

Print: Click **File** on the menu bar, select **Print**, specify the print settings, and click **Print**.

Docs Fundamentals

Search Help Topics: Click **Help** on the menu bar and select **Docs Help**. Type a keyword or phrase in the Search Help field and press **Enter**. Select the desired help topic.

Edit a Document

Select a Word: Double-click a word to select it.

Select a Block of Text: Click and drag across the text you want to select; or, click at the beginning of a text block, hold down the **Shift** key, and click at the end of a text block.

Select a Paragraph: Triple-click in the left margin next to the paragraph you want to select.

Select Everything: Click **Edit** on the menu bar and click **Select all**, or press **Ctrl + A**.

Edit Text: Select the text you want to replace and type a new word or phrase to replace it.

Correct a Spelling or Grammar Error: Manually make the correction; or, right-click the error and select a suggestion from the menu.

Ignore a Spelling or Grammar Error: Right-click the error and select **Ignore** or **Ignore All**.

Edit a Document

Copy and Paste: Select the text you want to copy, click **Edit** on the menu bar, and select **Copy**. Click where you want to paste the text, then click **Edit** on the menu bar, and select **Paste**.

Cut and Paste: Select the text you want to cut, click **Edit** on the menu bar, and select **Cut**. Click where you want to paste the text, then click **Edit** on the menu bar, and select **Paste**.

Insert a Page Break: Place the text cursor where you want the page break, click **Insert** on the menu bar, select **Break**, then select **Page break**.

View Word Count: Click **Tools** on the menu bar and select **Word count**.


Find Text: Click **Edit** on the menu bar and select **Find and replace**. Enter a word or phrase in the **Find** field and click **Next** to jump to the first occurrence in the document.

Replace Text: Click **Edit** on the menu bar and select **Find and replace**. Enter a word or phrase in the **Find** field, then enter the text that will replace it in the **Replace with** field. Click **Replace** or **Replace all**.



Format Text and Paragraphs

Change the Font: Select the text you want to format, click the **Font** list arrow on the formatting toolbar, and select a new font.


Change the Font Size: Select the text you want to format, click the **Font size** list arrow on the formatting toolbar, and select a new font size.

Change the Text Color: Select the text you want to format, click the **Text color**  button on the formatting toolbar, and select a new color.

Apply Bold, Italic, or an Underline: Select the text you want to format, click the **Bold** **B**, **Italic** **I**, or **Underline** **U** button on the formatting toolbar.

Create a Bulleted or Numbered List: Select the text you want to make into a list, and click the **Bulleted list**  or **Numbered list**  button on the formatting toolbar.


Change List Levels: Click in a list item, then click the **Increase indent**  or **Decrease indent**  button on the formatting toolbar.

Change Line Spacing: Select the paragraph you want to adjust, click the **Line spacing**  button on the formatting toolbar, and select a spacing option.

Change Paragraph Spacing: Select the paragraph you want to adjust, click **Format** on the menu bar, and select **Line spacing**. Select **Add space before paragraph** or **Add space after paragraph**.

Format Text and Paragraphs


Align a Paragraph: Click anywhere in the paragraph you want to align and click an alignment option on the formatting toolbar.

 Left align

 Center align

 Right align

Use Paragraph Styles: Select the text you want to apply a style to, click the **Styles** list arrow on the formatting toolbar, and select a style.

Copy Formatting: Select the formatted text you want to copy, click the **Paint format**  button on the formatting toolbar, then select the text you want to apply the formatting to.

Set a Tab-Stop: Select the text you want to align with a tab-stop, click on the ruler where you want to place the tab-stop, and select the type of tab-stop you want to use.

- **Left tab-stop** will align the left side of the text with the tab-stop.
- **Center tab-stop** will align the text so that it's centered under the tab-stop.
- **Right tab-stop** will align the right side of the text with the tab-stop.

Apply a Column Layout: Click **Format** on the menu bar, select **Columns**, and select a column layout.

Format the Page

Adjust Margins: Click **File** on the menu bar, select **Page setup**, and update the values in the **Margins** text fields. Click **OK**.

Change Page Orientation: Click **File** on the menu bar, select **Page setup**, and select an orientation option. Click **OK**.

Change Page Size: Click **File** on the menu bar, select **Page setup**, click the **Paper size** list arrow, and select a paper size. Click **OK**.

Add a Header or Footer: Click **Insert** on the menu bar, select **Header & page number**, and select **Header** or **Footer**. Add the desired header or footer text.

Add Page Numbers: Click **Insert** on the menu bar, select **Header & page number**, and select **Page number**. Select a page numbering option.

Insert Objects

Insert a Picture: Place the text cursor where you want to insert a picture, click **Insert** on the menu bar, select **Image**, and select the location from which you want to add an image.

Insert a Link: Select the text or object you want to link, click **Insert** on the menu bar, and select **Link**. Enter or select a web address or select a heading, then click **Apply**.

Insert Objects

Insert a Special Character: Place the cursor where you want to insert a special character, click **Insert** on the menu bar, and select **Special characters**. Select a special character, then click **Close**.

Insert a Table of Contents: Click where you want to add the table of contents, click **Insert** on the menu bar, and select **Table of contents**. Select a table of contents formatting option.

Tables

Insert a Table: Click where you want to add a table, click **Insert** on the menu bar, select **Table**, and select a table size.

Insert or Delete a Row or Column: Click in a cell next to where you want to add or remove a row or column. Click **Format** on the menu bar, select **Table**, and select an option to insert or delete a row or column.

Format a Table: Click inside the table you want to format, click **Format** on the menu bar, select **Table**, and select **Table properties**. Use the options in the dialog box to modify the table properties, then click **OK**.

Resize Rows and Columns: Click and drag a table border to make it larger or smaller.

Move a Table: Select a table, then click and drag the table to a new location.


Share, Collaborate, and Convert

Download a Document: Click **File** on the menu bar, select **Download as**, and select a file format.

Email a Document: Click **File** on the menu bar and select **Email as attachment**. Select an attachment type, add your email recipient(s), and type a personalized message, then click **Send**.

Share a Document: Click the **Share** button, enter the email address(es) for the people you want to share the document with, set a permissions level, and click **Send**.

Add a Comment: Click in or select the text you want to comment on, click **Insert** on the menu bar, and select **Comment**. Type a comment into the text field and click **Comment**.

Edit with Suggesting Mode: Click the **Editing mode**  button in the upper-right, and select **Suggesting mode**. Suggest edits by making changes in the document.

Accept or Reject Suggested Edits: Review suggested edits by clicking the **Accept** or **Reject** button.

View Version History: Click **File** on the menu bar, select **Version history**, and select **See version history**.

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