

Google Docs Keyboard Shortcuts

Mac · Windows · Linux — free printable reference from linuru.com

General

Action	Mac	Windows	Linux
Copy	Cmd + C	Ctrl + C	Ctrl + C
Cut	Cmd + X	Ctrl + X	Ctrl + X
Paste	Cmd + V	Ctrl + V	Ctrl + V
Paste without formatting	Cmd + Shift + V	Ctrl + Shift + V	Ctrl + Shift + V
Undo	Cmd + Z	Ctrl + Z	Ctrl + Z
Redo	Cmd + Shift + Z	Ctrl + Shift + Z	Ctrl + Shift + Z
Save to Google Drive	Cmd + S	Ctrl + S	Ctrl + S
Print	Cmd + P	Ctrl + P	Ctrl + P
Find	Cmd + F	Ctrl + F	Ctrl + F
Find and replace	Cmd + Shift + H	Ctrl + H	Ctrl + H
Select all	Cmd + A	Ctrl + A	Ctrl + A
Show keyboard shortcuts	Cmd + /	Ctrl + /	Ctrl + /

Text Formatting

Action	Mac	Windows	Linux
Bold	Cmd + B	Ctrl + B	Ctrl + B
Italic	Cmd + I	Ctrl + I	Ctrl + I
Underline	Cmd + U	Ctrl + U	Ctrl + U
Strikethrough	Cmd + Shift + X	Alt + Shift + 5	Alt + Shift + 5
Superscript	Cmd + .	Ctrl + .	Ctrl + .
Subscript	Cmd + ,	Ctrl + ,	Ctrl + ,
Clear formatting	Cmd + \	Ctrl + \	Ctrl + \
Increase font size	Cmd + Shift + >	Ctrl + Shift + >	Ctrl + Shift + >
Decrease font size	Cmd + Shift + <	Ctrl + Shift + <	Ctrl + Shift + <
Apply heading style 1	Cmd + Option + 1	Ctrl + Alt + 1	Ctrl + Alt + 1
Apply heading style 2	Cmd + Option + 2	Ctrl + Alt + 2	Ctrl + Alt + 2
Apply normal text style	Cmd + Option + 0	Ctrl + Alt + 0	Ctrl + Alt + 0

Paragraph Formatting

Action	Mac	Windows	Linux
Align left	Cmd + Shift + L	Ctrl + Shift + L	Ctrl + Shift + L
Align center	Cmd + Shift + E	Ctrl + Shift + E	Ctrl + Shift + E
Align right	Cmd + Shift + R	Ctrl + Shift + R	Ctrl + Shift + R
Justify	Cmd + Shift + J	Ctrl + Shift + J	Ctrl + Shift + J
Numbered list	Cmd + Shift + 7	Ctrl + Shift + 7	Ctrl + Shift + 7
Bulleted list	Cmd + Shift + 8	Ctrl + Shift + 8	Ctrl + Shift + 8
Increase indent	Cmd +]	Ctrl +]	Ctrl +]
Decrease indent	Cmd + [	Ctrl + [	Ctrl + [
Single line spacing	Cmd + Shift + 1	Ctrl + Shift + 1	Ctrl + Shift + 1
1.5 line spacing	Cmd + Shift + 5	Ctrl + Shift + 5	Ctrl + Shift + 5
Double line spacing	Cmd + Shift + 2	Ctrl + Shift + 2	Ctrl + Shift + 2

Navigation

Action	Mac	Windows	Linux
Go to top of document	Cmd + Up	Ctrl + Home	Ctrl + Home
Go to bottom of document	Cmd + Down	Ctrl + End	Ctrl + End
Go to next heading	Ctrl + Cmd + N + H	Ctrl + Alt + N + H	Ctrl + Alt + N + H
Go to previous heading	Ctrl + Cmd + P + H	Ctrl + Alt + P + H	Ctrl + Alt + P + H
Show document outline	Cmd + Option + A + H	Ctrl + Alt + A + H	Ctrl + Alt + A + H
Open word count	Cmd + Shift + C	Ctrl + Shift + C	Ctrl + Shift + C
Move to beginning of line	Fn + Left	Home	Home
Move to end of line	Fn + Right	End	End
Move to next word	Option + Right	Ctrl + Right	Ctrl + Right
Move to previous word	Option + Left	Ctrl + Left	Ctrl + Left
Go to next page	Fn + Down	PageDown	PageDown
Go to previous page	Fn + Up	PageUp	PageUp

Insert

Action	Mac	Windows	Linux
Insert link	Cmd + K	Ctrl + K	Ctrl + K
Insert comment	Cmd + Option + M	Ctrl + Alt + M	Ctrl + Alt + M
Insert footnote	Cmd + Option + F	Ctrl + Alt + F	Ctrl + Alt + F

Action	Mac	Windows	Linux
Insert page break	Cmd + Enter	Ctrl + Enter	Ctrl + Enter
Insert bookmark	Cmd + Option + B	Ctrl + Alt + B	Ctrl + Alt + B
Insert header	Cmd + Option + O + H	Ctrl + Alt + O + H	Ctrl + Alt + O + H
Insert footer	Cmd + Option + O + F	Ctrl + Alt + O + F	Ctrl + Alt + O + F
Insert equation	Cmd + Option + E	Ctrl + Alt + E	Ctrl + Alt + E
Insert special characters	Cmd + Option + Shift + S	Ctrl + Alt + Shift + S	Ctrl + Alt + Shift + S
Insert horizontal line	Cmd + Option + H	Ctrl + Alt + H	Ctrl + Alt + H

Tables

Action	Mac	Windows	Linux
Move to next cell	Tab	Tab	Tab
Move to previous cell	Shift + Tab	Shift + Tab	Shift + Tab
Move to start of table column	Cmd + Option + Shift + T	Ctrl + Alt + Shift + T	Ctrl + Alt + Shift + T
Move to end of table column	Cmd + Option + Shift + B	Ctrl + Alt + Shift + B	Ctrl + Alt + Shift + B
Insert row above	Ctrl + Cmd + Shift + Up	Ctrl + Alt + Shift + Up	Ctrl + Alt + Shift + Up
Insert row below	Ctrl + Cmd + Shift + Down	Ctrl + Alt + Shift + Down	Ctrl + Alt + Shift + Down
Insert column to the left	Ctrl + Cmd + Shift + Left	Ctrl + Alt + Shift + Left	Ctrl + Alt + Shift + Left
Insert column to the right	Ctrl + Cmd + Shift + Right	Ctrl + Alt + Shift + Right	Ctrl + Alt + Shift + Right
Delete row	Ctrl + Cmd + Shift + Backspace	Ctrl + Alt + Shift + Backspace	Ctrl + Alt + Shift + Backspace
Delete column	Ctrl + Cmd + Shift + Delete	Ctrl + Alt + Shift + Delete	Ctrl + Alt + Shift + Delete

Comments & Review

Action	Mac	Windows	Linux
Insert comment	Cmd + Option + M	Ctrl + Alt + M	Ctrl + Alt + M
Open discussion thread	Cmd + Option + Shift + A	Ctrl + Alt + Shift + A	Ctrl + Alt + Shift + A
Go to current comment	Ctrl + Cmd + E + C	Ctrl + Alt + E + C	Ctrl + Alt + E + C

Action	Mac	Windows	Linux
Go to next comment	Ctrl + Cmd + N + C	Ctrl + Alt + N + C	Ctrl + Alt + N + C
Go to previous comment	Ctrl + Cmd + P + C	Ctrl + Alt + P + C	Ctrl + Alt + P + C
Accept suggestion	Ctrl + Cmd + O + A	Ctrl + Alt + O + A	Ctrl + Alt + O + A
Reject suggestion	Ctrl + Cmd + O + J	Ctrl + Alt + O + J	Ctrl + Alt + O + J
Enter suggestion mode	Cmd + Option + Shift + X	Ctrl + Alt + Shift + X	Ctrl + Alt + Shift + X
Enter viewing mode	Cmd + Option + Shift + Z	Ctrl + Alt + Shift + Z	Ctrl + Alt + Shift + Z

Accessibility

Action	Mac	Windows	Linux
Turn on screen reader support	Cmd + Option + Z	Ctrl + Alt + Z	Ctrl + Alt + Z
Open File menu	Ctrl + Option + F	Alt + F	Alt + F
Open Edit menu	Ctrl + Option + E	Alt + E	Alt + E
Open View menu	Ctrl + Option + V	Alt + V	Alt + V
Open Insert menu	Ctrl + Option + I	Alt + I	Alt + I
Open Format menu	Ctrl + Option + O	Alt + O	Alt + O
Open Tools menu	Ctrl + Option + T	Alt + T	Alt + T
Open Help menu	Ctrl + Option + H	Alt + H	Alt + H
Open context menu	Cmd + Shift + \	Ctrl + Shift + \	Ctrl + Shift + \
Open Accessibility menu	Ctrl + Option + A	Alt + A	Alt + A