



66 Google Docs Shortcuts

No.	Action	Google Docs Shortcuts	Section
1	Copy	Ctrl + C	Most Used Google Docs Shortcuts
2	Cut	Ctrl + X	Most Used Google Docs Shortcuts
3	Paste	Ctrl + V	Most Used Google Docs Shortcuts
4	Paste without formatting	Ctrl + Shift + V	Most Used Google Docs Shortcuts
5	Undo	Ctrl + Z	Most Used Google Docs Shortcuts
6	Redo	Ctrl + Shift + Z	Most Used Google Docs Shortcuts
7	Insert or edit link	Ctrl + K	Most Used Google Docs Shortcuts
8	Open link	Alt + Enter	Most Used Google Docs Shortcuts
9	Save	Ctrl + S	Most Used Google Docs Shortcuts
10	Print	Ctrl + P	Most Used Google Docs Shortcuts
11	Open	Ctrl + O	Most Used Google Docs Shortcuts
12	Find	Ctrl + F	Most Used Google Docs Shortcuts
13	Find and replace	Ctrl + H	Most Used Google Docs Shortcuts
14	Find again	Ctrl + G	Most Used Google Docs Shortcuts
15	Find previous	Ctrl + Shift + G	Most Used Google Docs Shortcuts
16	Insert page break	Ctrl + Enter	Most Used Google Docs Shortcuts
17	Repeat last action	Ctrl + Y	Most Used Google Docs Shortcuts
18	Show common keyboard shortcuts	Ctrl + /	Most Used Google Docs Shortcuts
19	Bold	Ctrl + B	Text & Paragraph Formatting Shortcuts
20	Italicize	Ctrl + I	Text & Paragraph Formatting Shortcuts
21	Underline	Ctrl + U	Text & Paragraph Formatting Shortcuts
22	Strikethrough	Alt + Shift + 5	Text & Paragraph Formatting Shortcuts
23	Superscript	Ctrl + .	Text & Paragraph Formatting Shortcuts
24	Subscript	Ctrl + ,	Text & Paragraph Formatting Shortcuts
25	Copy text formatting	Ctrl + Alt + C	Text & Paragraph Formatting Shortcuts
26	Paste text formatting	Ctrl + Alt + V	Text & Paragraph Formatting Shortcuts
27	Clear text formatting	Ctrl + Spacebar	Text & Paragraph Formatting Shortcuts
28	Increase font size	Ctrl + Shift + >	Text & Paragraph Formatting Shortcuts
29	Decrease font size	Ctrl + Shift + <	Text & Paragraph Formatting Shortcuts
30	Increase paragraph indentation	Ctrl +]	Text & Paragraph Formatting Shortcuts
31	Decrease paragraph indentation	Ctrl + [Text & Paragraph Formatting Shortcuts
32	Apply normal text style	Ctrl + Alt + 0	Text & Paragraph Formatting Shortcuts
33	Apply heading style (1-6)	Ctrl + Alt + 1...6	Text & Paragraph Formatting Shortcuts
34	Left align	Ctrl + Shift + L	Text & Paragraph Formatting Shortcuts
35	Center align	Ctrl + Shift + E	Text & Paragraph Formatting Shortcuts
36	Right align	Ctrl + Shift + R	Text & Paragraph Formatting Shortcuts
37	Justify	Ctrl + Shift + J	Text & Paragraph Formatting Shortcuts
38	Numbered list	Ctrl + Shift + 7	Text & Paragraph Formatting Shortcuts
39	Bulleted list	Ctrl + Shift + 8	Text & Paragraph Formatting Shortcuts
40	Move paragraph up	Ctrl + Shift + Up Arrow key	Text & Paragraph Formatting Shortcuts
41	Move paragraph down	Ctrl + Shift + Down Arrow key	Text & Paragraph Formatting Shortcuts
42	Extend selection one character	Shift + Left Arrow key	Text Selection Shortcuts
43	Extend selection one line	Shift + Up Arrow key	Text Selection Shortcuts
44	Extend selection one word	Ctrl + Shift + Left Arrow key	Text Selection Shortcuts
45	Extend selection to the beginning of the line	Shift + Home key	Text Selection Shortcuts
46	Extend selection to the end of the line	Shift + End key	Text Selection Shortcuts
47	Extend selection to the beginning of the document	Ctrl + Shift + Home	Text Selection Shortcuts
48	Extend selection to the end of the document	Ctrl + Shift + End	Text Selection Shortcuts
49	Alt text	Ctrl + Alt + Y	Images Shortcuts
50	Resize larger	Ctrl + Alt + K	Images Shortcuts
51	Resize larger horizontally	Ctrl + Alt + B	Images Shortcuts
52	Resize larger vertically	Ctrl + Alt + I	Images Shortcuts
53	Resize smaller	Ctrl + Alt + J	Images Shortcuts
54	Resize smaller horizontally	Ctrl + Alt + W	Images Shortcuts
55	Resize smaller vertically	Ctrl + Alt + Q	Images Shortcuts
56	Rotate clockwise by 15°	Alt + Right Arrow key	Images Shortcuts
57	Rotate counterclockwise by 15°	Alt + Left Arrow key	Images Shortcuts
58	Rotate counterclockwise by 1°	Alt + Shift + Left Arrow key	Images Shortcuts
59	Rotate clockwise by 1°	Alt + Shift + Right Arrow key	Images Shortcuts
60	Close drawing editor	Shift + Esc	Images Shortcuts
61	Insert comment	Ctrl + Alt + M	Others Shortcuts
62	Insert footnote	Ctrl + Alt + F	Others Shortcuts
63	Open spelling	F7	Others Shortcuts
64	Open dictionary	Ctrl + Shift + Y	Others Shortcuts
65	Word count	Ctrl + Shift + C	Others Shortcuts
66	Start voice typing	Ctrl + Shift + S	Others Shortcuts

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