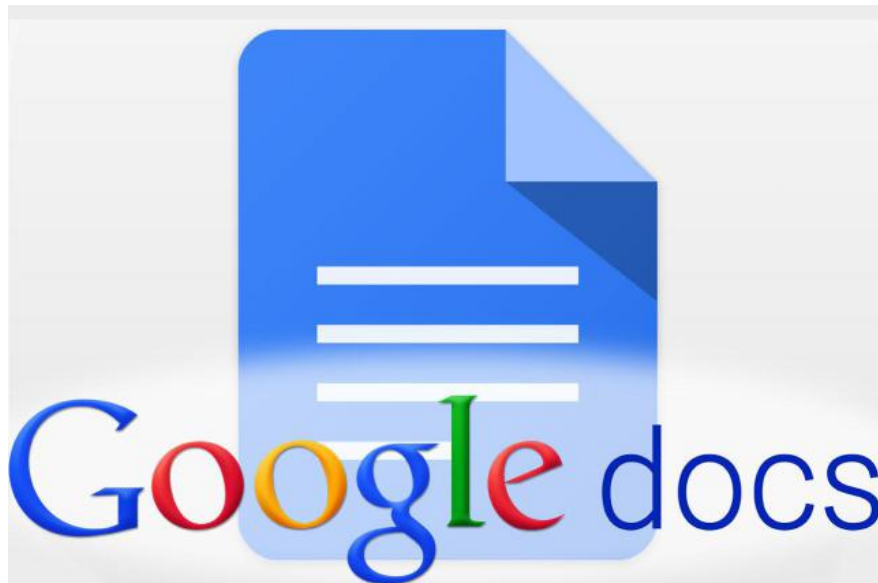


# List of shortcuts for Google Docs on Mac (Part 2)

In Part 1, the Network Administrator introduced you to the list of common shortcuts for Google Docs on your computer, the next section below Network administrators will introduce you to the shortcut list for Google Docs on Mac.

**Google Docs** is **Google** 's online application that helps you edit, edit, manage and share documents conveniently and quickly. You can use the shortcut on **Google Docs** to work more efficiently. In Part 1, the Network Administrator introduced you to the list of common shortcuts for **Google Docs** on your computer, the next section below Network administrators will introduce you to the shortcut list for **Google Docs** on **Mac**.



**Reference: List of shortcuts for Google Docs on the computer here.**

## 1. Shortcuts for general operations

Copy: ? + C

Cut: ? + X

Paste: ? + V

Return (Undo): ? + Z

Redo (Redo): ? + Shift + Z

Insert or edit link: ? + **K**

Open the link: **Option + Enter**

Display keyboard shortcuts: ? + /

Save: ? + **S**

Print: ? + **P**

Open: ? + **O**

Find: ? + **F**

Find and replace: ? + **Shift + H**

Search again: ? + **G**

Find backwards: ? + **Shift + G**

Hide Menu: ? + **Shift + F**

Page break: ? + **Enter**

Search Menu: **Option + /** or **Ctrl + Option + Z**

Search Menu on browser **Mozilla Firefox** : **Ctrl + ~**

**More reference: Drafting voice documents on Google Docs**

## **2. Shortcuts to format text**

Bold: ? + **B**

Italic: ? + **I**

Underline: ? + **U**

Dash: **Option + Shift + 5**

Above indicator: ? + .

Indicator below: ? + ,

Copy the format: ? + **Option + C**

Paste format: ? + **Option + V**

Delete format: ? +

Increase font size: ? + **Shift** +>

Reduce font size: ? + **Shift** +

### **3. Shortcuts use text paragraph formatting**

Increase indentation: ? +]

Reduce indentation: ? + [

Delete the format, to format the default mode:: + **Option** + **0**

Create formatting for headings, create Heading (create automatic table of contents): ? + **Option** + [1-6]

Left alignment: ? + **Shift** + **L**

Align center: ? + **Shift** + **E**

Right alignment: ? + **Shift** + **R**

Align 2 sides: ? + **Shift** + **J**

Numbering: ? + **Shift** + **7**

Create **bullet** : ? + **Shift** + **8**

Move the paragraph up / down: **Option** + **Shift** + **up / down arrows**

### **4. Shortcut for editing images or drawings**

Change larger size: ? + **Ctrl** + **K**

Change the larger horizontal size: ? + **Ctrl** + **B**

Change the larger vertical size: ? + **Ctrl** + **I**

Resize smaller: ? + **Ctrl** + **J**

Resize smaller horizontal dimensions: ? + **Ctrl** + **W**

Change the smaller vertical size: ? + **Ctrl** + **Q**

Move up / down / left / right: **4 arrow keys**

**Shift** up 1 pixel: **Shift** + **arrow key**

Rotate clockwise 15 °: **O** **ption** + **right arrow key**

Rotate counterclockwise 15 °: **O** **ption** + **left arrow key**

Rotate counterclockwise 1 °: **Option + Shift + left arrow key**

Rotate clockwise 1 °: **Option + Shift + right arrow key**

Close the drawing editor: **? + Esc**

**Shift + E**

## **5. Shortcuts to edit comments and comments**

Insert comment: **? + Option + M**

Open discussion topics: **? + Option + Shift + A**

Enter the current comment: hold down **Ctrl + ?**, press **E** and then press **C**

Switch to the next comment: hold down **Ctrl + ?**, press **N** then press **C**

Back to the previous comment: press **Ctrl + ?**, press **P** then press **C**

Insert caption: **? + Option + F**

Enter the current caption: hold down **Ctrl + ?**, press **E** then press **F**

Switch to the next comment: hold down **Ctrl + ?**, press **N** then press **F**

Back to the previous comment: press **Ctrl + ?**, press **P** then press **F**

## **6. Shortcut to open Menu**

Context menu (right click): **? + Shift + X**

Open File Menu: **Ctrl + Option + F**

Edit Menu: **Ctrl + Option + E**

Open the View Menu: **Ctrl + Option + E + V**

Open Insert Menu: **Ctrl + Option + I**

Open the Format Menu: **Ctrl + Option + O**

Open Menu Tools: **Ctrl + Option + T**

Open Menu Table: **Ctrl + Option + B**

Open the Help Menu: **Ctrl + Option + H**

Open Accessibility Menu: **Ctrl + Option + A**

Menu Input Tools: **? + Option + Shift + K**

Adjust Menu Input toggle: **? + Shift + K**

Show browser context menu: **Shift + right mouse button**

## **7. Shortcut marks text**

Select all text: **? + A**

Select a character to the left / right: **Shift + left / right arrow**

Select up / down one line: **Shift + up / down arrow**

Select to the end of a character on the left / right: **Shift + Fn + left / right arrow**

Highlight the entire character area from the cursor to the beginning of the line containing the cursor: **Shift + Fn + left arrow**

Highlight the entire character area from the cursor to the end of the line: **Shift + Fn + right arrow**

Select from the current position to the beginning of the text: **? + Shift + up arrow**

Select from the current position to the end of the text: **? + Shift + down arrow**

Select the current list item: hold down **Ctrl + ? + Shift**, press **E** and then press **I**

Select all items in the current list: hold down **Ctrl + ? + Shift**, press **E** and then press **O**

## **8. Highlight text with mouse**

Mark words: **double click**

Highlight several words at a time: **double-click then hold and drag the mouse**

Highlight text: **click 3 times**

Highlight a piece of text: **click your mouse 3 times then hold and drag the mouse**

## **9. Shortcuts to support reading Text on the screen**

Activate text reading mode on the screen: **Option + ? + Z**

Read the selected text: **Ctrl + ? + X**

Read from the cursor position: **Ctrl + ? + R**

Notice the current position of the cursor: press **Ctrl + ?**, press **A** and then press **L**

Notice the text format at the cursor position: press **Ctrl + ?**, press **A** and press **F**

Read the header of the column and row in the table: hold down **Ctrl + ? + Shift**, press **T** and then press **H**

Read the position of the table cell: hold down **Ctrl + ? + Shift**, press **T** and then press **N**

Read the header of the line in the table: hold down **Ctrl + ? + Shift**, press **T** and then press **R**

Read the header of the column in the table: press **Ctrl + ? + Shift**, press **T** and then press **C**

## 10. Navigation shortcuts

The two shortcut groups below will help you move, edit text documents or tables quickly:

1. Scroll to the next item or return to the previous item to use: **Ctrl + ? + N** or **Ctrl + ? + P** and another key.
1. Move quickly around a table: **Ctrl + ? + Shift + T** and another key.

### Shortcuts move around the document:

Hold down **Ctrl + ?**, press **N** then press **H**: Move to the next heading

Hold down **Ctrl + ?**, press **P** and press **H**: Move to the previous heading

Hold down **Ctrl + ?**, press **N** then press **[1-6]** : Move to heading **[1-6]**

Hold down **Ctrl + ?**, press **P** and press **[1-6]** : Move to heading **[1-6]**

Hold down **Ctrl + ?**, press **N** and press **G** : Move to the next media (photo or drawing)

Hold down **Ctrl + ?**, press **P** and press **G** : Move to the previous media (photo or drawing)

Hold down **Ctrl + ?**, press **N** and press **O** : Scroll to the next list

Hold down **Ctrl + ?**, press **P** and press **O** : Move to the previous list

Hold down **Ctrl + ?**, press **N** and press **I** : Move to the next item in the current list

Hold down **Ctrl + ?**, press **P** and press **I**: Move to the previous item in the current list

Hold down **Ctrl + ?**, press **N** and press **L** : Move to the next link

Hold down **Ctrl + ?**, press **P** and press **L** : Move to the previous link

Hold down **Ctrl + ?**, press **N** and press **B**: Move to the next bookmark

Hold down **Ctrl + ?**, press **P** and press **B**: Move to the previous bookmark

Hold down **Ctrl + ?**, press **N** and press **W**: Move to change to the next format

Hold down **Ctrl + ?**, press **P** and press **W**: Move to change the previous format

Hold down **Ctrl + ?**, press **N** then **R** or press **? + Option + K** : Move to the next editor '

Hold down **Ctrl + ?**, press **P** and press **R** or press **? + Option + J**: Move to the previous editor

### **Shortcuts move in the table:**

Hold down **Ctrl + ? + Shift**, press **T** and press **S** : Move to the top of the table

Hold down **Ctrl + ? + Shift**, press **T** and press **D**: Move to the end of the table

Hold down **Ctrl + ? + Shift**, press **N** and press **T** : Move to the next table

Hold down **Ctrl + ? + Shift**, press **P** and press **T**: Move to the previous table

Hold down **Ctrl + ? + Shift**, press **T** and then press **I**: Move to the first column

Hold down **Ctrl + ? + Shift**, press **T** and then press **K**: Move to the last column

Hold down **Ctrl + ? + Shift**, press **T** and press **B** : Move to the next column

Hold down **Ctrl + ? + Shift**, press **T** and press **V** : Move to the previous column

Hold **Ctrl + ? + Shift**, press **T** then press **J**: Move to the first row

Hold down **Ctrl + ? + Shift**, press **T** then press **L** : Move to the last row

Hold down **Ctrl + ? + Shift**, press **T** and press **M**: Move to the next row

Hold **Ctrl + ? + Shift**, press **T** and press **G** : Move to the previous row

Hold down **Ctrl + ? + Shift**, press **T** and then press **E**: Exit the table

## **11. Shortcuts on the toolbar and other navigation shortcuts**

Open history: **? + Option + Ctrl + G**

Open the search toolbar: **? + Option + Shift + I**

Specify the number of words selected on the toolbar: **? + Shift + Y**

Count words: **? + Shift + C**

Start voice input (available on Chrome browser): **? + Shift + S**

Page up: **Fn + up arrow**

Page down: **Fn + down arrow**

Move to the next spelling error: ? + '

Move to the previous spelling error: ? + ;

Insert or delete header: hold down **Ctrl + ?**, press **O** and press **H**

Insert or delete footer: hold down **Ctrl + ?**, press **O** and press **F**

Move the cursor to the popup: hold **Ctrl + ?**, press **E** and press **P**

Chat: **Shift + Esc**

Move up on the app: ? + **Option** + **Shift** + **M**

The cursor position contains the web page: **Ctrl + Shift + Esc**

Return to the cursor position: **Esc**

Please read the list of shortcuts for Google Docs on Chrome OS in the next section.

**Good luck!**

You finished reading the article "**List of shortcuts for Google Docs on Mac (Part 2)**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.