

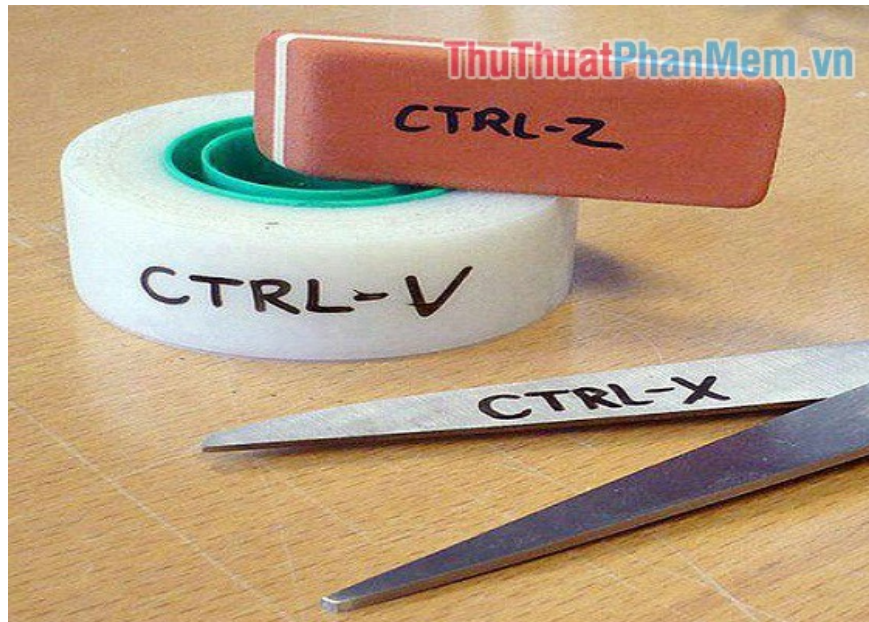
# Summary of shortcuts on Google Docs

Although Google Docs does not have many features like Microsoft Office Word, it still supports some shortcuts to help users manipulate faster and more efficiently. The following article summarizes keyboard shortcuts on Google Docs.

But **Google Docs** does not have as many features as **Microsoft Office Word** , but it still supports a number of keyboard shortcuts to help users manipulate faster and more efficiently. The following article summarizes keyboard shortcuts on **Google Docs** .

Summary of shortcuts on Google Docs

## 1. Basic keyboard shortcuts



- **Ctrl + C** : Copy text operation similar to **Copy** .
- **Ctrl + X** : Cut selected text to clipboard.
- **Ctrl + V** : Quickly paste the copied text corresponding to **Paste** .
- **Ctrl + Z** : **Undo** operation returns to the previous text without editing.
- **Ctrl + Shift + Z** : **Redo** action returns to the previous operation.

- **Ctrl + K** : Allow insert new links or edit links.
- **Alt + Enter** : Open an attachment link on a document.
- **Ctrl + /** : Display all keyboard shortcuts.
- **Ctrl + S** : Quickly save documents.
- **Ctrl + P** : Print command.
- **Ctrl + O** : Quickly open an existing file.
- **Ctrl + F** : Open the **Find** dialog box .
- **Ctrl + H** : Open the **Replace** dialog box .
- **Ctrl + G** : Quickly find the page number.
- **Ctrl + Shift + G** : Quickly find the previous page number.
- **Ctrl + Shift + F** : Hide or press 2 times to perform menu bar.
- **Ctrl + Enter** : Break a new page.
- **Alt + / n** or **Alt + Shift + Z** : Search operation on menu.
- **Alt + Z** : Manipulate menu search on Google Chrome browser.

## **2. The shortcut format text**

- **Ctrl + B** : Make bold format.
- **Ctrl + I** : Make italic format.
- **Ctrl + U** : Underline the selected text.
- **Alt + Shift + 5** : Perform the strikethrough selected.
- **Ctrl + " . "** : Perform indexing on.
- **Ctrl + " , "** : Perform indexing below.
- **Ctrl + Alt + C** : Perform formatting copy.
- **Ctrl + Alt + V** : Perform paste the corresponding format has just selected.
- **Ctrl +** or **Ctrl + Space** : Delete the current format.
- **Ctrl + Shift + >** : Increase the font size compared to the current font size.
- **Ctrl + Shift +**

### 3. Shortcuts for paragraph formatting

- **Ctrl + ]** : Increase the space from the beginning of the line to the first letter of the beginning of that line.
- **Ctrl + [** : Decrease the distance from the beginning of the line to the first letter of the beginning of that line.
- **Ctrl + Alt + 0** : Delete the selected format back to the original default format.
- **Ctrl + Alt + [ 1 -> 6 ]**: Create a format for headings to create a table of contents corresponding to headings 1 to 6.
- **Ctrl + Shift + L** : Implementation base left margin **Left** .
- **Ctrl + Shift + R** : Make aligns right **Right** .
- **Ctrl + Shift + E** : Perform alignment between **Center** .
- **Ctrl + Shift + J** : Perform the alignment of both sides respectively **Justify** .
- **Ctrl + Shift + 7** : Select the numbering operation at the beginning of a line.
- **Ctrl + Shift + 8** : Manipulate creating bullet points.
- **Alt + Shift + Up and down arrows** : Change the position of the text up or down corresponding to the arrow.

### 4. Shortcut editing image

- **Ctrl + Alt + K** : Resize image with larger vertical.
- **Ctrl + Alt + B** : Resize the image to a larger width.
- **Ctrl + Alt + J** : Resize an image to a smaller size.
- **Ctrl + Alt + W** : Resize the image to a smaller width.
- **Ctrl + Alt + I** : Resize the image to a larger size than the current size.
- **Ctrl + Alt + Q** : Resize image with smaller vertical.
- **Arrow keys** : Nudge images up, down, left or right corresponding to the direction of the arrow.
- **Shift + arrow keys** : Nudge up 1 pixel.
- **Alt + left arrow** : Rotate counterclockwise by 15 degrees.
- **Alt + right arrow** : Rotate clockwise by 15 degrees.
- **Alt + Shift + left arrow** : Rotate the image clockwise by 1 degree.
- **Alt + Shift + right arrow** : Rotate the image anti-clockwise by 1 degree.

- **Shift + Esc** : Close the image editor or drawing.

## 5. Shortcut navigation, move

### 5.1. Navigation shortcut

- **Ctrl + Alt + N** or **Ctrl + Alt + P** + any key: Move to the next item or return to the previous item.

- **Ctrl + Alt + Shift + T** + Any key : Move around a table.

### 5.2. Shortcuts move in text

- Hold down **Ctrl + Alt** -> Press **N** -> Press **H** : Move to the next heading.

- Hold down **Ctrl + Alt** -> Press **P** -> Press **H** : Move to the previous heading.

- Hold down **Ctrl + Alt** -> Press **N** -> Press [ **1** -> **6** ]: Move to the next heading (from 1 -> 6).

- Hold down **Ctrl + Alt** -> Press **P** -> Press [ **1** -> **6** ]: Move to heading then word (1 -> 6).

- Hold down **Ctrl + Alt** -> Press **N** -> Press **G** : Move to the next image or drawing.

- Hold down **Ctrl + Alt** -> Press **P** -> Press **G** : Move to the previous image or drawing.

- Hold **Ctrl + Alt** -> Press **N** -> Press **O** : Make move to the next list.

- Hold **Ctrl + Alt** -> Press **P** -> Press **O** : Move to the previous list.

- Hold **Ctrl + Alt** -> Press **N** -> Press **I** : Move to the next item with the current list.

- Hold **Ctrl + Alt** -> Press **P** -> Press **I** : Move to the previous item with the current list.

- Hold down **Ctrl + Alt** -> Press **N** -> Press **L** : Make move to next link.

- Hold down **Ctrl + Alt** -> Press **P** -> Press **L** : Make move to previous link.

- Hold down **Ctrl + Alt** -> Press **N** -> Press **B** : Perform move to the next Bookmark.

- Hold down **Ctrl + Alt** -> Press **P** -> Press **B** : Perform move to previous Bookmark.

- Hold **Ctrl + Alt** -> Press **N** -> Press **W** : Move to the next format changer.

- Hold down **Ctrl + Alt** -> Press **P** -> Press **W** : Move to the previous format changer.

- Hold down **Ctrl + Alt** -> Press **N** -> Press **R** or hold **Ctrl + Alt + K** : Move to the next editor similar to **Redo** .

- Press and hold **Ctrl + Alt** -> Press **P** -> Press **R** or hold **Ctrl + Alt + J** : Move to the previous editing process similar to **Undo** .

## 6. Shortcut action in table

- Hold down **Ctrl + Alt + Shift** -> press **T** -> press **S** : Move the mouse cursor to the top of the table.
- Hold down **Ctrl + Alt + Shift** -> press **T** -> press **D** : Move the mouse cursor to the end of the table.
- Hold down **Ctrl + Alt + Shift** -> press **N** -> press **T** : Move the mouse cursor to the next table.
- Hold down **Ctrl + Alt + Shift** -> press **P** -> press **T** : Move to the previous table.
- Hold **Ctrl + Alt + Shift** -> press **T** -> press **I** : Move the mouse cursor to the first column in the table.
- Hold **Ctrl + Alt + Shift** -> press **T** -> press **K** : Move the mouse cursor to the last column in the table.
- Hold down **Ctrl + Alt + Shift** -> press **T** -> press **B** : Move the mouse cursor to the next column in the table.
- Hold **Ctrl + Alt + Shift** -> press **T** -> press **V** : Move the mouse cursor to the previous column compared to the current position of the mouse cursor.
- Hold down **Ctrl + Alt + Shift** -> press **T** -> press **J** : Move to the first row in the table.
- Hold **Ctrl + Alt + Shift** -> press **T** -> press **L** : Move to the last row in the table.
- Hold down **Ctrl + Alt + Shift** -> press **T** -> press **M** : Move to the next row in the table.
- Hold **Ctrl + Alt + Shift** -> press **T** -> press **G** : Move the mouse cursor to the previous row.
- Hold down **Ctrl + Alt + Shift** -> press **T** -> press **E** : Exit the data table.

## 7. Highlight text using the keyboard



- **Ctrl + A** : Select the whole document.
- **Shift + Left / Right arrow** : Select 1 or more characters to start the cursor position to the left or to the right.
- **Shift + Up / down arrow** : Select one or more lines up and down.

- **Ctrl + Shift + Left / right arrow** : Select to the end of a character to the left or right.
- **Shift + Home** : Select all text from the current position of the mouse cursor to the beginning of the current line.
- **Shift + End** : Select all text from the current position of the mouse cursor to the end of the current line.
- **Ctrl + Shift + Home** : Select all text from the current position of the mouse cursor to the beginning of the text.
- **Ctrl + Shift + End** : Select all text from the current position of the mouse cursor to the end of the text.
- Hold down **Ctrl + Alt + Shift** -> press **E** -> press **I** : Select current list items.
- Hold down **Ctrl + Alt + Shift** -> press **E** -> press **O** : Select all items in the current list.

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