

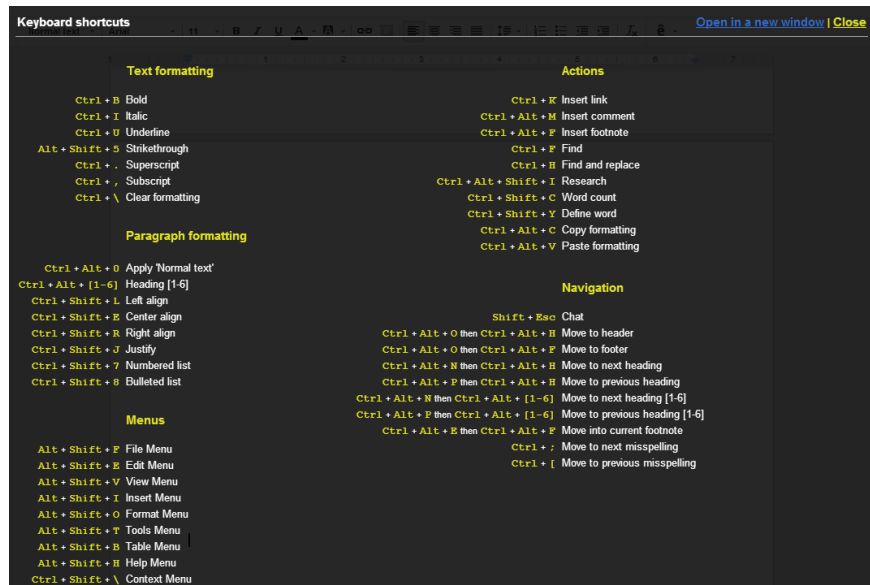
Useful shortcuts for Google Docs

Google Docs is an online application for writing, editing, managing and sharing powerful Google documents. It is similar to Microsoft Word, but not as complicated as the new version of Microsoft Word 2013 so users don't need to spend much time getting used to it.

TipsMake.com - Google Docs is an online application that helps edit, edit, manage and share powerful Google documents. It is similar to Microsoft Word , but not as complicated as the new version of Microsoft Word 2013 so users don't need to spend much time getting used to it.



Like many other Google applications, **Google Docs** is very well tested before its release. As a result, it has become the best application for online document management and saves time for users. Here are some useful shortcuts that make it easier to master Google Docs.



Shortcuts for general operations:

General manipulation

Shortcuts

Select all

Ctrl + A

Copy

Ctrl + C

Cut Ctrl + X

Paste

Ctrl + V

Return

Ctrl + Z

Do it again

Ctrl + Shift + Z

Print

Ctrl + P

Insert or edit links

Ctrl + K

Open Link

Alt + Enter

Show keyboard shortcuts

Ctrl + /

Save

Ctrl + S

Shortcuts to format text:

Text format

Shortcuts

Bold

Ctrl + B

Italicized

Ctrl + I

Underlined

Ctrl + U

Dash

Alt + Shift + 5

Index on

Ctrl + .

Index below

Ctrl + ,

Copy format

Ctrl + Alt + C

Paste format

Ctrl + Alt + V

Delete the format

Ctrl +

Shortcuts to edit and format paragraphs:

Edit and format paragraphs

Shortcuts

Increase the indentation segment

Tab

Reduce indentation

Shift + Tab

Delete the format, to format it back to default mode

Ctrl + Alt + 0

Create headings for headings, create Heading (help create automated indexes)

Ctrl + Alt + [1-6]

Aligns the left

Ctrl + Shift + L

Center alignment

Ctrl + Shift + E

Right alignment

Ctrl + Shift + R

Align both sides

Ctrl + Shift + J

Automatic numbering

Ctrl + Shift + 7

Create automatic bullets

Ctrl + Shift + 8

Select (black out) the paragraph up / down

Alt + Shift + up / down arrows

Shortcuts to edit and access comments and comments:

Edit and access comments and comments

Shortcuts

Insert comment

Ctrl + Alt + M

Open the discussion topic

Ctrl + Alt + Shift + A

Enter the current comment Hold Ctrl + Alt, press E then press C
Switch to the next comment

Hold Ctrl + Alt, press N then press C

Switch back to the previous comment

Hold Ctrl + Alt, press P then press C

Insert caption

Ctrl + Alt + F

Enter the current caption

Hold Ctrl + Alt, press E then press F

Switch to the next note

Hold Ctrl + Alt, press N then press F

Switch back to the previous note

Hold Ctrl + Alt, press P then press F

Application shortcut keys:

Application features

Shortcuts

Search

Ctrl + F

Search again

Ctrl + G

Find backwards Ctrl + Shift + G

Find and replace

Ctrl + H

Open the revision history

Ctrl + Alt + Shift + G

Open the search engine

Ctrl + Alt + Shift + I

Definition of selected word

Ctrl + Shift + Y

Count words

Ctrl + Shift + C

Switch to Input mode

Ctrl + Shift + K

Shortcut for opening menu instructions:

Open Menu

Shortcuts

Search menu

Alt + /

Context menu (right click)

Ctrl + Shift +

Open the File menu

In Google Chrome: Alt + F

Other browsers: Alt + Shift + F

Open the Edit menu

In Google Chrome: Alt + E

Other browsers: Alt + Shift + E

Open the View menu

In Google Chrome: Alt + V

Other browsers: Alt + Shift + V

Open the Insert menu

In Google Chrome: Alt + I

Other browsers: Alt + Shift + I

Open the Format menu

In Google Chrome: Alt + O

Other browsers: Alt + Shift + O

Open the Tools menu

In Google Chrome: Alt + T

Other browsers: Alt + Shift + T

Open the Table

In Google Chrome: Alt + B

Other browsers: Alt + Shift + B

Open the Help menu

In Google Chrome: Alt + H

Other browsers: Alt + Shift + H

Open the Input Tools menu

Ctrl + Alt + Shift + K

Show browser context menu

Shift + right click

Keyboard shortcuts move around the document:

Move around the document

Shortcuts

Open the header

Hold Ctrl + Alt, press O then press H

Open the footer

Hold Ctrl + Alt, press O then press F

Move the next header G hold Ctrl + Alt, press N then press H
Move the header earlier

Hold Ctrl + Alt, press P then press H

Move the next header [1-6]

Hold Ctrl + Alt, press N then press [1-6]

Move the header earlier [1-6]

Hold Ctrl + Alt, press P then press [1-6]

Move next media (photos or drawings)

Hold Ctrl + Alt, press N then press G

Move previous media (photos or drawings)

Hold Ctrl + Alt, press P then press G

Move the next list

Hold Ctrl + Alt, press N then press O

Move the previous list

Hold Ctrl + Alt, press P then press O

Scroll to the next item in the current list

Hold Ctrl + Alt, press N then press I

Scroll to the previous item in the current list

Hold Ctrl + Alt, press P then press I

Scroll to the next link

Hold Ctrl + Alt, press N then press L

Move to the previous link Hold Ctrl + Alt, press P then press L Move to the next spell Ctrl + ; Move to previous spelling error Ctrl + [

Keyboard shortcuts to move around in a table:

Move in a table

Shortcuts

Move to the top of the table

Hold Ctrl + Alt + Shift, press T then press S

Move to the end of the table

Hold Ctrl + Alt + Shift, press T then press D

Switch to the next panel Hold Ctrl + Alt + Shift, press N then press T

Switch to the previous table

Hold Ctrl + Alt + Shift, press P then press T

Move to the first column of the table

Hold Ctrl + Alt + Shift, press T then press I

Move to the last column of the table

Hold Ctrl + Alt + Shift, press T then press K

Move to the next column of the table

Hold Ctrl + Alt + Shift, press T then press B

Move to the front column of the table

Hold Ctrl + Alt + Shift, press T then press V

Move to the first row of the table

Hold Ctrl + Alt + Shift, press T then press J

Move to the last row of the table

Hold Ctrl + Alt + Shift, press T then press N

Move to the next row of the table

Hold Ctrl + Alt + Shift, press T then press M

Move to the front row of the table

Hold Ctrl + Alt + Shift, press T then press G

Exit the table

Hold Ctrl + Alt + Shift, press T then press E

Pointer position:

Pointer position

Shortcuts

Return to the cursor position

Esc

Move the cursor position on the popup (for links, bookmarks and photos)

Hold Ctrl + Alt, press E then press P

Move to the top of the application Ctrl + Alt + Shift + M
Chat

Shift + Esc

The cursor position contains the web page

Ctrl + Shift + Esc

Read text on the screen:

Read text on the screen

Shortcuts

Activate text reading mode on the screen

Alt + Shift + ~

Read the selected text

Ctrl + Alt + X

Notice the current position of the cursor Hold Ctrl + Alt, press A then press L
Notice the text format at the cursor position

Hold Ctrl + Alt, press A then press S

Read the column and row headers in the table

Hold Ctrl + Alt + Shift, press T then press H

Read the position of the cell in the table

Hold Ctrl + Alt + Shift, press T then press N

Read the header of the line in the table

Hold Ctrl + Alt + Shift, press T then press R

Read the header of the column in the table

Hold Ctrl + Alt + Shift, press T then press C

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