

Google Docs shortcuts by Bettertechtips.com

Common shortcuts		Formatting	
Shift + Alt + F	Open File menu	Ctrl + B	Bold selected text
Ctrl + O	Open a document	Ctrl + I	Italicize selected text
Ctrl + P	Print current document	Ctrl + U	Underline selected text
Ctrl + Shift + F	Hide menu bar	Ctrl + . [dot]	Superscript selected text
Ctrl + Alt + Shift + A	Open comments thread	Ctrl + , [comma]	Subscript selected text
J	Jump to next comment	Ctrl + Alt + [1 - 6]	Header style 1 to Header style 6
K	Return to previous comment	Ctrl + Alt + 0	Normal paragraph style
Ctrl + Alt + M	Insert a comment	Ctrl + Shift + L	Align left
Shift + Enter	Submit comment	Ctrl + Shift + R	Align right
		Ctrl + Shift + E	Align center
Navigation		Ctrl + Shift + J	Justify
Left arrow	Jump one character to the left	Ctrl + Shift + 7	Numbered list
Right arrow	Jump one character to the right	Ctrl + Shift + 8	Bulleted list
Ctrl + Left arrow	Jump one word to the left	Ctrl + Space	Clear formatting
Ctrl + Right arrow	Jump one word to the right		
Home	Jump to the beginning of a line	Editing	
End	Jump to the end of a line	Ctrl + C	Copy
Up arrow	Jump one line up	Ctrl + X	Cut
Down arrow	Jump one line down	Ctrl + V	Paste
Ctrl + Up arrow	Jump one paragraph up	Ctrl + Z	Undo
Ctrl + Down arrow	Jump one paragraph down	Ctrl + Y	Redo
Page up	Jump one screen up	Tab	Increase paragraph indentation
Page down	Jump one screen down	Shift + Tab	Decrease paragraph indentation
Ctrl + Home	Jump to beginning of document	Ctrl + K	Insert a link
Ctrl + End	Jump to end of document	Ctrl + Shift + Y	Open Dictionary
		Ctrl + Alt + F	Insert footnote
Select text		Ctrl + F	Find
Shift + Right arrow	Extend selection one character to the right	Ctrl + H	Find and replace
Shift + Left arrow	Extend selection one character to the left	Ctrl + Shift + C	Display Word count window
Ctrl + Shift + Right arrow	Extend selection one word to the right		
Ctrl + Shift + Left arrow	Extend selection one word to the left		
Shift + End	Extend selection to the end of a line		
Shift + Home	Extend selection to beginning of a line		
Shift + Arrow down	Extend selection one line down		
Shift + Arrow up	Extend selection one line up		
Shift + Page down	Extend selection one screen down		
Shift + Page up	Extend selection one screen up		
Ctrl + Shift + End	Extend selection to end of document		
Ctrl + Shift + Home	Extend selection to beginning of document		
Ctrl + A	Extend selection to entire document		