
GOOGLE DOCS – SHORTCUT KEYS

Function	Shortcut
Header style 1	Ctrl+Alt+1
Header style 2	Ctrl+Alt+2
Header style 3	Ctrl+Alt+3
Header style 4	Ctrl+Alt+4
Header style 5	Ctrl+Alt+5
Header style 6	Ctrl+Alt+6
Toggle numbered lists	Ctrl+Shift+7
Toggle bulleted lists	Ctrl+Shift+8
Insert comment	Ctrl+Alt+M
Left alignment	Ctrl+Shift+L
Center alignment	Ctrl+Shift+E
Right alignment	Ctrl+Shift+R
Clear formatting	Ctrl+\
Normal paragraph style	Ctrl+Alt+0
Find	Ctrl+F
Find next	Not available
Find previous	Not available
Full justify	Ctrl+Shift+J
Select all	Ctrl+A
Bold	Ctrl+B
Copy	Ctrl+C
Italicize	Ctrl+I
Insert link	Ctrl+K
Print	Ctrl+P
Save	Ctrl+S
Underline	Ctrl+U
Paste	Ctrl+V
Cut	Ctrl+X

Undo	Ctrl+Z
Redo	Ctrl+Y
Show your browser's right-click options	Shift+right-click
Superscript	Ctrl+.
Subscript	Ctrl+,