

Google Docs Keyboard Shortcuts

Text Formatting – Windows / ChromeOS

Action	Shortcut
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Strikethrough	Alt + Shift + 5
Superscript	Ctrl + .
Subscript	Ctrl + ,
Clear formatting	Ctrl + \

Text Formatting – macOS

Action	Shortcut
Bold	⌘ + B
Italic	⌘ + I
Underline	⌘ + U
Strikethrough	⌘ + Shift + X
Superscript	⌘ + .
Subscript	⌘ + ,
Clear formatting	⌘ + \

Paragraph Formatting – Windows / ChromeOS

Action	Shortcut
Increase indent	Ctrl +]
Decrease indent	Ctrl + [
Align left	Ctrl + Shift + L
Align center	Ctrl + Shift + E
Align right	Ctrl + Shift + R
Justify	Ctrl + Shift + J
Numbered list	Ctrl + Shift + 7
Bulleted list	Ctrl + Shift + 8
Normal text style	Ctrl + Alt + 0
Heading styles 1–6	Ctrl + Alt + 1–6

Paragraph Formatting – macOS

Action	Shortcut
Increase indent	⌘ +]
Decrease indent	⌘ + [
Align left	⌘ + Shift + L
Align center	⌘ + Shift + E
Align right	⌘ + Shift + R
Justify	⌘ + Shift + J
Numbered list	⌘ + Shift + 7
Bulleted list	⌘ + Shift + 8
Normal text style	⌘ + Option + 0
Heading styles 1–6	⌘ + Option + 1–6

Editing & Navigation – Windows / ChromeOS

Action	Shortcut
Undo	Ctrl + Z
Redo	Ctrl + Y or Ctrl + Shift + Z
Select all	Ctrl + A
Find	Ctrl + F
Find and replace	Ctrl + H
Move to next word	Ctrl + →
Move to previous word	Ctrl + ←
Move to start/end of line	Home / End
Move to start/end of doc	Ctrl + Home / Ctrl + End

Editing & Navigation – macOS

Action	Shortcut
Undo	⌘ + Z
Redo	⌘ + Shift + Z
Select all	⌘ + A
Find	⌘ + F
Find and replace	⌘ + Shift + H
Move to next word	Option + →
Move to previous word	Option + ←
Move to start/end of line	⌘ + ← / ⌘ + →
Move to start/end of doc	⌘ + ↑ / ⌘ + ↓

Collaboration Tools

Action	Windows / ChromeOS	macOS
Open comment box	Ctrl + Alt + M	⌘ + Option + M
Insert comment	Ctrl + Alt + Shift + A, then C	⌘ + Option + Shift + A, then C
Open discussion thread	Ctrl + Alt + Shift + A, then H	⌘ + Option + Shift + A, then H
Resolve comment	Ctrl + Enter (in comment)	⌘ + Enter (in comment)

Accessibility Shortcuts

Action	Windows / ChromeOS	macOS
Screen reader support	Ctrl + Alt + Z	⌘ + Option + Z
Announce formatting at cursor	Ctrl + Alt + A, then F	⌘ + Option + A, then F
Speak selection	Ctrl + Alt + X	⌘ + Option + X
Open accessibility menu	Alt + Shift + A	⌘ + Option + A

Mobile Shortcuts – Android

Action	Gesture / Shortcut
Select text	Tap and hold, then drag handles
Copy	Tap copy icon on toolbar
Paste	Tap where you want to paste → tap Paste
Undo	Tap Undo icon
Redo	Tap Redo icon
Bold / Italic / Underline	Use toolbar buttons (B / I / U)

Mobile Shortcuts – iPhone / iPad

Action	Gesture / Shortcut
Undo	Three-finger swipe left or tap Undo
Redo	Three-finger swipe right or tap Redo
Cut / Copy / Paste	Select text → use toolbar or three-finger tap
Bold / Italic / Underline	Use toolbar buttons (B / I / U)
Keyboard shortcuts (with external keyboard)	Hold ⌘ to view available shortcuts

Tip: On iPad with a physical keyboard, hold the ⌘ key to see a full list of available shortcuts in-app.

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