

Google Forms Keyboard Shortcuts

Ultimate Cheat Sheet for PC, Mac & Chrome OS

Created by ChromeGeek.com - Your source for Chrome tips, Chromebook apps, games, news & tutorials!

Quick Tip

Press **Ctrl + /** (PC/Chrome OS) or **⌘ + /** (Mac) in Google Forms to see all keyboard shortcuts!

PC Shortcuts

Navigation

Move cursor up	Ctrl + K
Move cursor down	Ctrl + J
Show keyboard shortcuts	Ctrl + /

File Commands

Print	Ctrl + P
Find	Ctrl + F

Menus

Preview	Ctrl + Shift + P
Settings menu	Ctrl + E
Send menu	Ctrl + Enter

Form Actions

Insert question	Ctrl + Shift + Enter
Insert title & description	Ctrl, then I, then H
Insert image	Ctrl, then I, then P
Insert video	Ctrl, then I, then V
Insert section	Ctrl, then I, then B
Move item up	Ctrl + Shift + K
Move item down	Ctrl + Shift + J
Delete item	Alt + Shift + D
Duplicate item	Ctrl + Shift + D

Mac Shortcuts

Navigation

Move cursor up	⌘ + K
Move cursor down	⌘ + J
Show keyboard shortcuts	⌘ + /

File Commands

Print	⌘ + P
Find	⌘ + F

Menus

Preview	⌘ + Shift + P
Settings menu	⌘ + E
Send menu	⌘ + Enter

Form Actions

Insert question	⌘ + Shift + Enter
Insert title & description	⌘, then I, then H
Insert image	⌘, then I, then P
Insert video	⌘, then I, then V
Insert section	⌘, then I, then B
Move item up	⌘ + Shift + K
Move item down	⌘ + Shift + J
Delete item	Option + Shift + D
Duplicate item	⌘ + Shift + D

Editing

Undo	Ctrl + Z
Redo	Ctrl + Y
Move to next field	Tab
Move to previous field	Shift + Tab

Object Alignment

Align left	Ctrl + Shift + L
Align center	Ctrl + Shift + E
Align right	Ctrl + Shift + R

Grading

Mark as correct	Ctrl + Shift + C
Mark as incorrect	Ctrl + Shift + I
Focus grade below	Ctrl + Shift + ↓
Focus grade above	Ctrl + Shift + ↑

Editing

Undo	⌘ + Z
Redo	⌘ + Y
Move to next field	Tab
Move to previous field	Shift + Tab

Object Alignment

Align left	⌘ + Shift + L
Align center	⌘ + Shift + E
Align right	⌘ + Shift + R

Grading

Mark as correct	⌘ + Shift + C
Mark as incorrect	⌘ + Shift + I
Focus grade below	⌘ + Shift + ↓
Focus grade above	⌘ + Shift + ↑

Chrome OS Shortcuts

i **Chrome OS Note**
Chrome OS shortcuts are identical to PC shortcuts, using **Ctrl** instead of **⌘**. The only difference is in the Delete item shortcut which uses **Alt + Shift + D**.

All shortcuts same as PC	Use Ctrl instead of ⌘
Show keyboard shortcuts	Ctrl + /
Insert question	Ctrl + Shift + Enter
Delete item	Alt + Shift + D