

Google Docs Keyboard Shortcuts on Mac

www.webnotes.com

Shortcut Keys	Function
Command + O	Open a file
Command + Option + Shift + H	View version history
Command + P	Print document
Command + Z	Undo last action
Command + Y	Redo last action
Command + Shift + Y	Redo last action
Command + A	Select all content in a document
Command + C	Copy the selected content to clipboard
Command + X	Cut the selected content
Command + V	Paste the copied content
Command + Shift + V	Paste without formatting
Command + Shift + H	Open find and replace dialog box
Command + Shift + P	Show or hide non-printing characters
Control + Command + A + H	Show or hide document outline
Command + option + F	Add footnotes
Control + Command + O + H	Add header
Control + Command + O + F	Add footer
Command + K	Create hyperlink
Command + Option + M	Insert comment
Command + B	Bold text
Command + I	Italic text
Command + U	Underline text
Command + Shift + X	Strikethrough text
Command + Dot	Superscript
Command + Comma	Subscript
Command + Shift + Dot	Increase font size
Command + Shift + Comma	Decrease font size
Command + Option + 0	Apply normal text style
Command + Option + 1	Apply H1 heading style
Command + Option + 2	Apply H2 heading style

Shortcut Keys	Function
Command + Option + 3	Apply H3 heading style
Command + Option + 4	Apply H4 heading style
Command + Option + 5	Apply H5 heading style
Command + Option + 6	Apply H6 heading style
Command + Shift + L	Align content left
Command + Shift + E	Align content center
Command + Shift + R	Align content right
Command + Shift + J	Align content justify
Command +]	Increase indent
Command + [	Decrease indent
Command + \	Clear formatting
Command + Option + X	Check spelling and grammar
Command + Shift + C	Check word countr
Control + Command + O + U	Review suggested edits
Command + Option + Shift + I	Explore document
Command + Shift + Y	Open dictionary for the selected word
Command + Shift + S	Voice typing
Option + /	Tool finder or Search menu items
Command + /	Open keyboard shortcuts
Command + Space	Clear formatting
Command + Shift + 7	Insert numbered list
Command + Shift + 8	Insert bulleted list
Command + Shift + 9	Insert checklist
Control + Command + K	Enlarge the image or object
Control + Command + B	Enlarge image horizontally
Control + Command + I	Enlarge image vertically
Control + Command + W	Shrink image horizontally
Control + Command + Q	Shrink image vertically
Control + Command + J	Shrink the image or object
Option + Right Arrow	Rotate image 15° Clockwise
Option + Left Arrow	Rotate image 15° Counterclockwise
Option + Shift + Right Arrow	Rotate image 1° Clockwise

Shortcut Keys	Function
Option + Shift + Left Arrow	Rotate image 1° Counterclockwise
Command + Escape	Exit drawing editor
Shift + Escape	Exit drawing editor
Command + F	Find in document
Command + Option + C	Copy formatting
Command + Option + V	Paste formatting
Command + Option + Shift + D	Change to view mode
Command + Option + Shift + Z	Change to edit mode
Command + Option + Shift + X	Change to suggesting mode
Option + Enter	Open a hyperlink
Command + S	Save your document
Command + G	Find next occurrence in Command + F
Command + Shift + G	Find previous occurrence in Command + F
Control + Shift + F	Hide navigational menu items
Command + Enter	Add a page break
Control + Option + Z	Tool finder or Search menu items
Command + Plus	Zoom in
Command + Minus	Zoom out
Command + 0	Reset zoom to 100%
Control + Shift + Up Arrow	Move paragraph up
Control + Shift + Down Arrow	Move paragraph down
Command + Option + Y	Add alt text to image

