

# Google Apps Keyboard Shortcuts - mac version

- ✔ If you use a Mac, you can use the shortcuts below by replacing Ctrl with Command key (or 'Apple' key) and Alt with the option key.

| Document action                         | Shortcut          |
|---|-------------------|
| Insert comment                          | Ctrl+Alt+M        |
| Select all                              | Ctrl+A            |
| Copy                                    | Ctrl+C            |
| Print                                   | Ctrl+P            |
| Save                                    | Ctrl+S            |
| Paste                                   | Ctrl+V            |
| Cut                                     | Ctrl+X            |
| Undo                                    | Ctrl+Z            |
| Redo                                    | Ctrl+Y            |
| Show your browser's right-click options | Shift+right-click |
| Compact controls                        | Ctrl+Shift+F      |
| Increase paragraph indentation          | Tab               |
| Decrease paragraph indentation          | Shift+Tab         |
| Insert footnote                         | Ctrl + Alt + F    |

| Text formatting  | Shortcut   |
|------------------|------------|
| Bold             | Ctrl+B     |
| Italicise        | Ctrl+I     |
| Underline        | Ctrl+U     |
| Superscript      | Ctrl+.     |
| Subscript        | Ctrl+,     |
| Copy formatting  | Ctrl+Alt+C |
| Paste formatting | Ctrl+Alt+V |
| Clear formatting | Ctrl+\     |

| Paragraph formatting   | Shortcut     |
|------------------------|--------------|
| Normal paragraph style | Ctrl+Alt+0   |
| 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   |
| Left alignment         | Ctrl+Shift+L |
| Centre alignment       | Ctrl+Shift+E |
| Right alignment        | Ctrl+Shift+R |
| Full justify           | Ctrl+Shift+J |
| Numbered list          | Ctrl+Shift+7 |
| Bulleted list          | Ctrl+Shift+8 |

| Actions         | Shortcut        |
|-----------------|-----------------|
| Insert link     | Ctrl+K          |
| Find            | Ctrl+F          |
| Word count      | Ctrl+Shift+C    |
| Get definitions | Ctrl+ Shift + Y |

| Navigation                     | Shortcut                               |
|--------------------------------|--|
| Move focus to menu bar         | Alt+Shift+F                            |
| Chat                           | Shift + Esc                            |
| Move to header                 | Ctrl + Alt + O then Ctrl + Alt + H     |
| Move to footer                 | Ctrl + Alt + O then Ctrl + Alt + F     |
| Move to next heading           | Ctrl + Alt + N then Ctrl + Alt + H     |
| Move to previous heading       | Ctrl + Alt + P then Ctrl + Alt + H     |
| Move to next heading [1-6]     | Ctrl + Alt + N then Ctrl + Alt + [1-6] |
| Move to previous heading [1-6] | Ctrl + Alt + P then Ctrl + Alt + [1-6] |
| Move to current footnote       | Ctrl + Alt + F then Ctrl + Alt + E     |
| Move to next misspelling       | Ctrl + ;                               |