Google Docs Keyboard Shortcuts for Windows

The 28 shortcuts to know first

ShortcutFoo

Essentials

Ctrl + B	Bold
Ctrl + I	Italicize
Ctrl + U	Underline
Ctrl + K	Insert or edit a link

Text formatting

Ctrl + .	Superscript
Ctrl + ,	Subscript
Ctrl + Shift + >	Increase the font size
Ctrl + Shift + <	Decrease the font size

Paragraph styles

Ctrl + Alt + 0	Apply normal text
Ctrl + Alt + 1	Apply heading 1
Ctrl + Alt + 2	Apply heading 2
Ctrl + Alt + 3	Apply heading 3

Alignment and lists

Ctrl + Shift + L	Left align
Ctrl + Shift + E	Center align
Ctrl + Shift + R	Right align
Ctrl + Shift + J	Justify

Modes and tools

Ctrl + Alt + Shift + Z	Switch to editing
Ctrl + Alt + Shift + X	Switch to suggesting
Ctrl + Alt + Shift + C	Switch to viewing

Comments and footnotes

Ctrl + Alt + F	Insert a footnote
Ctrl + Alt + Shift + A	Open the discussion thread
R	Reply to the selected comment

Selecting and moving

Ctrl + Shift + Down	Move the paragraph down
Ctrl + Shift + Home	Select to the start of the document
Ctrl + Shift + End	Select to the end of the document

Finding and checking

Ctrl + G	Find again
Ctrl + Shift + G	Find previous
Ctrl + '	Go to the next misspelling

See all 70 shortcuts and practice them free

shortcutfoo.com/app/dojos/google-docs-win

Typing drills + spaced repetition