Google Docs Keyboard Shortcuts for Mac

The 28 shortcuts to know first

ShortcutFoo

Essentials

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

Paragraph styles

Cmd + Opt + 0	Apply normal text
Cmd + Opt + 1	Apply heading 1
Cmd + Opt + 2	Apply heading 2
Cmd + Opt + 3	Apply heading 3

Modes and tools

Cmd + Opt + Shift + Z	Switch to editing
Cmd + Opt + Shift + X	Switch to suggesting
Cmd + Opt + Shift + C	Switch to viewing

Finding and checking

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

Text formatting

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

Alignment and lists

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

Comments and footnotes

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

Selecting and moving

Ctrl + Shift + Down	Move the paragraph down
Cmd + Shift + Up	Select to the start of the document
Cmd + Shift + Down	Select to the end of the document

See all 70 shortcuts and practice them free

shortcutfoo.com/app/dojos/google-docs

Typing drills + spaced repetition