

## Google Docs Shortcuts – Formatting on Mac

### Mac Keyboard Shortcuts for Text Formatting

- Bold text – Command + B
- Italicise text – Command + I
- Underline text – Command + U
- Strikethrough text – Command + Shift + x
- Increase font size – Command + Shift + .
- Decrease font size – Command + Shift + ,

### Mac Keyboard Shortcuts for Paragraph Formatting

- Increase paragraph indentation – Command + ]
- Decrease paragraph indentation – Command + [
- Apply normal text style – Command + Option + 0
- Apply heading style (1-6) – Command + Option + 1-6
- Align text to the left – Command + Shift + L
- Align text to the right – Command + Shift + R
- Align text to the centre – Command + Shift + E
- Justify text – Command + Shift + J
- Create number list – Command + Shift + 7
- Create bullet point list – Command + Shift + 8
- Move paragraph up/down page – Command + Shift + Up/down arrow

### Mac Keyboard Shortcuts for Comments and Footnotes in Google Docs

- Insert comment – Command + Option + M
- Open discussion thread – Command + Option + Shift + A
- Enter current comment – holding Control + Command, press e then c
- Move to next comment – holding Control + Command, press n then c
- Move to previous comment – holding Control + Command, press p then c
- Insert footnote – Command + Option + F
- Move to current footnote – holding Control + Command, press e then f
- Move to next footnote – holding Control + Command, press n then f
- Move to previous footnote – holding Control + Command, press p then f

### Mac Keyboard Shortcuts on Selected Comments

- Reply to current comment – R
- Move to next comment – J
- Move to previous comment – K
- Exit current comment - U

### Common Actions for Google Docs

- Copy text – Command + C
- Cut text – Command + X
- Paste text – Command + V
- Undo text – Command + Z
- Repeat last action – Command + Y
- Insert/edit link – Command + K
- Open link – Option + Enter
- Show Common Shortcuts – Command + /
- Open – Command + O
- Print – Command + P

- Find – Command + F
- Find again – Command + G
- Find previous – Command + Shift + G
- Search menus – Option + /
- Hide the menus – Control + Shift + F

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