# Google Docs Shortcuts – Navigation on PC

### General Navigation

* Move to next heading – hold Control + Alt, press n then h
* Move to previous heading – hold Control + Alt, press p then h
* Move to next specific heading 1-6 – hold Control + Alt, press n then 1-6
* Move to previous specific heading 1-6 – hold Control + Alt, press p then 1-6
* Move to next list – hold Control + Alt, press n then o
* Move to previous list – hold Control + Alt, press p then o
* Move to next item in current list – hold Control + Alt, press n then i
* Move to previous item in current list – hold Control + Alt, press p then i
* Move to next link – hold Control + Alt, press n then l
* Move to previous link – hold Control + Alt, press p then l

### Table Navigation

* Move to start of the table – hold Control + Alt + Shift, press t then s
* Move to end of the table – hold Control + Alt + Shift, press t then d
* Move to start of table column – hold Control + Alt + Shift, press t then i
* Move to end of table column – hold Control + Alt + Shift, press t then k
* Move to next column – hold Control + Alt + Shift, press t then b
* Move to previous column – hold Control + Alt + Shift, press t then v
* Move to start of table row – hold Control + Alt + Shift, press t then j
* Move to end of table row – hold Control + Alt + Shift, press t then l
* Move to next row – hold Control + Alt + Shift, press t then m
* Move to previous row – hold Control + Alt + Shift, press t then g
* Exit table – hold Control + Alt + Shift, press t then e

### Navigating Google Docs Menus

* Open file menu – Google Chrome: Alt + F, Other Browsers: Alt + Shift + F
* Open edit menu – Google Chrome: Alt + E, Other Browsers: Alt + Shift + E
* Open view menu – Google Chrome: Alt + V, Other Browsers: Alt + Shift + V
* Open insert menu – Google Chrome: Alt + I, Other Browsers: Alt + Shift + I
* Open format menu – Google Chrome: Alt + O, Other Browsers: Alt + Shift + O
* Open tools menu – Google Chrome: Alt + T, Other Browsers: Alt + Shift + T
* Open help menu – Google Chrome: Alt + H, Other Browsers: Alt + Shift + H
* Open accessibility menu – Google Chrome: Alt + A, Other Browsers: Alt + Shift + A

### Other Tools and Navigation

* Open spelling/grammar – Control + Alt + X/F7
* Open word count – Control + Shift + C
* Start voice typing (available in Chrome Browser) – Control + Shift + S
* Move to next misspelling – Control + ‘
* Move to previous misspelling – Control + ;
* Insert or move to header – Control + Alt + O then H
* Insert or move to footer – Control + Alt + O then F

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