

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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