# 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 than 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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