# Google Docs Shortcuts – Formatting on PC

### PC Keyboard Shortcuts for Text Formatting

* Bold text – Control + B
* Italicise text – Control + I
* Underline text – Control + U
* Strikethrough text – Alt + Shift + 5
* Increase font size – Control + Shift + .
* Decrease font size – Control + Shift + ,

### PC Keyboard Shortcuts for Paragraph Formatting

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

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

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

### PC 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 – Control + C
* Cut text – Control + X
* Paste text – Control + V
* Undo text – Control + Z
* Repeat last action – Control + Y
* Insert/edit link – Control + K
* Open link – Alt + Enter
* Show Common Shortcuts – Control + /
* Open – Control + O
* Print – Control + P
* Find – Control + F
* Find again – Control + G
* Find previous – Control + Shift + G
* Search menus – Alt + /
* Hide the menus – Control + Shift + F

SVRC SSP Staff (January, 2022)