

## 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

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