



(Mac users: use Command key instead of Ctrl and option for Alt)



Navigation

Alt+F
 Alt + Shift + Up/Down arrow
 Ctrl + Shift + Up/Down arrow
 Ctrl + ;

Open File menu
 Move paragraph up/down (PC)
 Move paragraph up/down (Mac)
 Move to next misspelling

Document action

Paragraph styling

Text formatting

Ctrl+A Select all
 Ctrl+C **Copy**
 Ctrl+P **Print**
 Ctrl+S **Save**
 Ctrl+V **Paste**
 Ctrl+X **Cut**
 Ctrl+Z **Undo**
 Ctrl+Y **Redo**
 Shift+right-click Normal right-click
 Ctrl+Shift+F Compact view
 Ctrl+Alt+M Insert **comment**
 Ctrl + Alt + F Insert footnote

Ctrl+Alt+0 Normal paragraph style
 Ctrl+Alt+1 Header style 1
 Ctrl+Alt+2 Header style 2
 Ctrl+Alt+3 Header style 3
 Ctrl+Alt+4 Header style 4
 Ctrl+Alt+5 Header style 5
 Ctrl+Alt+6 Header style 6
 Ctrl+Shift+L Left alignment
 Ctrl+Shift+E Center alignment
 Ctrl+Shift+R Right alignment
 Ctrl+Shift+J Full justify
 Ctrl+Shift+7 Numbered list
 Ctrl+Shift+8 Bulleted list

Ctrl+B **Bold**
 Ctrl+I **Italic**
 Ctrl+U **Underline**
 Ctrl+. **Superscript**
 Ctrl+, **Subscript**
 Ctrl+Alt+C **Copy** formatting
 Ctrl+Alt+V **Paste** formatting
 Ctrl+\ **Clear** formatting

Actions

Ctrl+K **Insert link**
 Ctrl+F **Find**
 Ctrl+ Shift + C **Word count**
 Ctrl+ Shift + Y **Get definitions**

Google Docs for Mobile Devices

Mobile version	https://docs.google.com/m
Android: Google Docs	http://muo.fm/y0JWYR - Official app for Google Docs (create, edit, upload, share and sync your documents);
iPhone/iPad: Memeo Connect Reader	http://muo.fm/yskRIR – sync, view, share your documents (supports MS Office, Apple iWorks, PDFs, images and videos as well)

Useful Tools

Google Cloud Connect (Windows)	http://muo.fm/xeTa7l share, backup, and simultaneously edit Microsoft Word, PowerPoint®, and Excel® documents with coworkers via Google Docs;
Google Docs previews	preview any document sent to your Gmail without having to download or open them in new tabs – to enable it go to Labs under Settings in your Gmail, find Google Docs previews and enable it

Browser Extensions

WatchDoc (Chrome)	http://muo.fm/x0XnhC - get instant notifications within your browser once a shared Google document is edited/updated by another user;
Open It Online (Chrome, Opera, Firefox, IE)	http://www.openitonline.com/ - open and save any online documents (or images) to Google Docs with right-click;