The Google Docs Screen

Document name
Menu bar
Formatting toolbar
Document outline
Activity dashboard
Comment history
Share settings
Google account
Scroll bars
Show side panel
Explore

Docs Fundamentals

Create a Document from Google Drive: In Google Drive, click the New + button and select Google Docs.

Open a Google Doc: Click File on the menu bar, select Open, then navigate to the file you want to open. Select the document and click Open.

Rename a Document: Click in the document name field at the top of an open document. Type a name and press Enter.

Star a Document: Click the Star ✨ button next to the document name. The file appears in the Starred section of Google Drive.

Copy a Document: Click File on the menu bar and select Make a copy. Enter a name for the copied document and specify the folder where you want to save it. Click OK.

Move a Document: Click File on the menu bar and select Move to. Navigate to the folder where you want to move the document and click Move here.

Delete a Document: Click File on the menu bar and select Move to trash.

Print: Click File on the menu bar, select Print, specify the print settings, and click Print.

Search Help Topics: Click Help on the menu bar and select Docs Help. Type a keyword or phrase in the Search Help field and press Enter. Select the desired help topic.

Edit a Document

Select a Word: Double-click a word to select it.

Select a Block of Text: Click and drag across the text you want to select; or, click at the beginning of a text block, hold down the Shift key, and click at the end of a text block.

Select a Paragraph: Triple-click in the left margin next to the paragraph you want to select.

Select Everything: Click Edit on the menu bar and click Select all, or press Ctrl + A.

Edit Text: Select the text you want to replace and type a new word or phrase to replace it.

Correct a Spelling or Grammar Error: Manually make the correction; or, right-click the error and select a suggestion from the menu.

Ignore a Spelling or Grammar Error: Right-click the error and select Ignore or Ignore All.

Keyboard Shortcuts

General

Open................................. Ctrl + O
Jump to start.................... Ctrl + Home
Jump to end....................... Ctrl + End
Find................................. Ctrl + F
Print............................... Ctrl + P
Search the menus.............. Alt + /
Hide the menus.................. Ctrl + Shift + F

Editing

Cut................................. Ctrl + X
Copy............................... Ctrl + C
Paste.............................. Ctrl + V
Paste without formatting..... Ctrl + Shift + V
Undo............................... Ctrl + Z
Redo............................... Ctrl + Y
Select all........................ Ctrl + A
Insert or edit a link........... Ctrl + K
Insert a page break............ Ctrl + Enter

Formatting

Bold............................... Ctrl + B
Italics............................ Ctrl + I
Underline......................... Ctrl + U
Strikethrough................... Alt + Shift + 5
Superscript....................... Ctrl + .
Subscript........................ Ctrl + ,
Align left......................... Ctrl + Shift + L
Align center..................... Ctrl + Shift + E
Align right...................... Ctrl + Shift + R
Justify........................... Ctrl + Shift + J
Increase indent................. Ctrl + [ ]
Decrease indent............... Ctrl + [ ]
Insert a numbered list........ Ctrl + Shift + 7
Insert a bulleted list......... Ctrl + Shift + 8
Increase font size............. Ctrl + Shift + >
Decrease font size............ Ctrl + Shift + <
Copy formatting............... Ctrl + Alt + C
Paste formatting............... Ctrl + Alt + V
Clear formatting.............. Ctrl + \n
Comments and Tools

Insert a comment............... Ctrl + Alt + M
Spelling check.................. Ctrl + Alt + X
Word count....................... Ctrl + Shift + C
Dictionary....................... Ctrl + Shift + Y

Your Organization's Name Here
Add your own message, logo, and contact information!
<table>
<thead>
<tr>
<th>Edit a Document</th>
<th>Format Text and Paragraphs</th>
<th>Insert Objects</th>
</tr>
</thead>
</table>
| Copy and Paste: Select the text you want to copy, click Edit on the menu bar, and select Paste. | Align a Paragraph: Click anywhere in the paragraph you want to align and click an alignment option on the formatting toolbar.  
- Left align  
- Center align  
- Right align | Insert a Special Character: Place the cursor where you want to insert a special character, click Insert on the menu bar, and select Special characters. Select a special character, then click Close. |
| Cut and Paste: Select the text you want to cut, click Edit on the menu bar, and select Cut. Click where you want to paste the text, then click Edit on the menu bar, and select Paste. | Use Paragraph Styles: Select the text you want to apply a style to, click the Styles list arrow on the formatting toolbar, and select a style. | Insert a Table of Contents: Click where you want to add the table of contents, click Insert on the menu bar, and select Table of contents. Select a table of contents formatting option. |
| Insert a Page Break: Place the text cursor where you want the page break, click Insert on the menu bar, select Break, then select Page break. | Copy Formatting: Select the formatted text you want to copy, click the Paint format button on the formatting toolbar, then select the text you want to apply the formatting to. | Insert a Table: Click where you want to add a table, click Insert on the menu bar, select Table, and select a table size. |
| View Word Count: Click Tools on the menu bar and select Word count. | Set a Tab-Stop: Select the text you want to align with a tab-stop, click on the ruler where you want to place the tab-stop, and select the type of tab-stop you want to use.  
- Left tab-stop will align the left side of the text with the tab-stop.  
- Center tab-stop will align the text so that it's centered under the tab-stop.  
- Right tab-stop will align the right side of the text with the tab-stop. | Insert or Delete a Row or Column: Click in a cell next to where you want to add or remove a row or column. Click Format on the menu bar, select Table, and select an option to insert or delete a row or column. |
| Find Text: Click Edit on the menu bar and select Find and replace. Enter a word or phrase in the Find field and click Next to jump to the first occurrence in the document. | Apply a Column Layout: Click Format on the menu bar, select Columns, and select a column layout. | Format a Table: Click inside the table you want to format, click Format on the menu bar, select Table, and select Table properties. Use the options in the dialog box to modify the table properties, then click OK. |
| Replace Text: Click Edit on the menu bar and select Find and replace. Enter a word or phrase in the Find field, then enter the text that will replace it in the Replace with field. Click Replace or Replace all. | Change the Font: Select the text you want to format, click the Font list arrow on the formatting toolbar, and select a new font. | Resize Rows and Columns: Click and drag a table border to make it larger or smaller. |
| Change the Font Size: Select the text you want to format, click the Font size list arrow on the formatting toolbar, and select a new font size. | Change the Text Color: Select the text you want to format, click the Text color button on the formatting toolbar, and select a new color. | Move a Table: Select a table, then click and drag the table to a new location. |
| Apply Bold, Italic, or an Underline: Select the text you want to format, click the Bold, Italic, or Underline button on the formatting toolbar. | Create a Bulleted or Numbered List: Select the text you want to make into a list, and click the Bulleted list or Numbered list button on the formatting toolbar. | Share, Collaborate, and Convert |
| Change List Levels: Click in a list item, then click the Increase indent or Decrease indent button on the formatting toolbar. | Change Line Spacing: Select the paragraph you want to adjust, click the Line spacing button on the formatting toolbar, and select a spacing option. | Download a Document: Click File on the menu bar, select Download as, and select a file format. |
| Change Paragraph Spacing: Select the paragraph you want to adjust, click Format on the menu bar, and select Line spacing. Select Add space before paragraph or Add space after paragraph. | Change Page Orientation: Click File on the menu bar, select Page setup, and select an orientation option. Click OK. | Email a Document: Click File on the menu bar and select Email as attachment. Select an attachment type, add your email recipient(s), and type a personalized message, then click Send. |
| | Change Page Size: Click File on the menu bar, select Page setup, click the Paper size list arrow, and select a paper size. Click OK. | Share a Document: Click the Share button, enter the email address(es) for the people you want to share the document with, set a permissions level, and click Send. |
| | Add a Header or Footer: Click Insert on the menu bar, select Header & page number, and select Header or Footer. Add the desired header or footer text. | Add a Comment: Click in or select the text you want to comment on, click Insert on the menu bar, and select Comment. Type a comment into the text field and click Comment. |
| | Add Page Numbers: Click Insert on the menu bar, select Header & page number, and select Page number. Select a page numbering option. | Edit with Suggesting Mode: Click the Editing mode button in the upper-right, and select Suggesting mode. Suggest edits by making changes in the document. |
| | Insert Objects | Accept or Reject Suggested Edits: Review suggested edits by clicking the Accept or Reject button. |
| | Insert a Picture: Place the text cursor where you want to insert a picture, click Insert on the menu bar, select Image, and select the location from which you want to add an image. | View Version History: Click File on the menu bar, select Version history, and select See version history. |
| | Insert a Link: Select the text or object you want to link, click Insert on the menu bar, and select Link. Enter or select a web address or select a heading, then click Apply. | © 2019 CustomGuide, Inc. |