



G Suite™

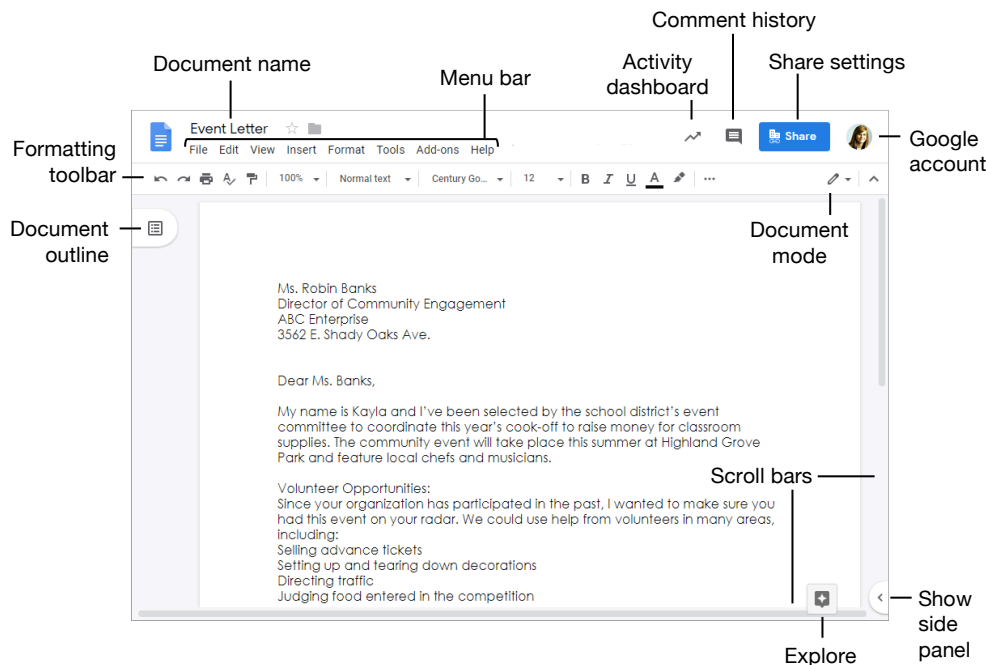
# Google Docs

## Quick Reference Card



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### The Google Docs Screen



### Keyboard Shortcuts

#### General

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

#### Editing

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

#### Formatting

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

#### Comments and Tools

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

### 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**.

### Docs Fundamentals

**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**.

## Edit a Document

**Copy and Paste:** Select the text you want to copy, click **Edit** on the menu bar, and select **Copy**. Click where you want to paste the text, then click **Edit** on the menu bar, and select **Paste**.

**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**.

**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**.

**View Word Count:** Click **Tools** on the menu bar and select **Word count**.


**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.

**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**.



## Format Text and Paragraphs



**Change the Font:** Select the text you want to format, click the **Font** list arrow on the formatting toolbar, and select a new font.


**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.

**Apply Bold, Italic, or an Underline:** Select the text you want to format, click the **Bold** **B**, **Italic** **I**, or **Underline** **U** 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.

**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.

**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**.

## Format Text and Paragraphs


**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

**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.

**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.

**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.

**Apply a Column Layout:** Click **Format** on the menu bar, select **Columns**, and select a column layout.

## Format the Page

**Adjust Margins:** Click **File** on the menu bar, select **Page setup**, and update the values in the **Margins** text fields. Click **OK**.

**Change Page Orientation:** Click **File** on the menu bar, select **Page setup**, and select an orientation option. Click **OK**.

**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**.

**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 Page Numbers:** Click **Insert** on the menu bar, select **Header & page number**, and select **Page number**. Select a page numbering option.

## Insert Objects

**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.

**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**.

## Insert Objects

**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**.

**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.

## Tables

**Insert a Table:** Click where you want to add a table, click **Insert** on the menu bar, select **Table**, and select a table size.

**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.

**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**.

**Resize Rows and Columns:** Click and drag a table border to make it larger or smaller.

**Move a Table:** Select a table, then click and drag the table to a new location.


## Share, Collaborate, and Convert

**Download a Document:** Click **File** on the menu bar, select **Download as**, and select a file format.

**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**.

**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 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**.

**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.

**Accept or Reject Suggested Edits:** Review suggested edits by clicking the **Accept** or **Reject** button.

**View Version History:** Click **File** on the menu bar, select **Version history**, and select **See version history**.