

Guide to Keyboard Shortcuts (PC version)

Both Microsoft Word and Google Docs allow writers to use keyboard shortcuts for certain tasks. These can save a great deal of time that might otherwise be spent clicking through various menus. Below is a list of common features/elements of Microsoft Word and Google Docs, along with the key combinations that complete that task.

NOTE: + indicates that you hold those keys at the same time.

- **Copy:** Highlight the desired text, then hit CTRL + C
- **Cut:** Highlight the desired text, then hit CTRL + X
- **Paste:** CTRL + V
- **Search in Document:** CTRL + F
- **Undo:** CTRL + Z
- **Redo:** CTRL + Y
- **Insert Footnote:** Place the cursor at the location you want to put the number indicating your footnote, then hit CTRL + ALT + F
- **Insert Endnote (Microsoft Word only, Google Docs does not allow endnotes):** Place the cursor at the location you want to put the number indicating your endnote, then hit CTRL + ALT + D
- **Bold Text:** Highlight the desired text, then hit CTRL + B
- **Italicize Text:** Highlight the desired text, then hit CTRL + I
- **Underline Text:** Highlight the desired text, then hit CTRL + U
- **Center Text:** CTRL + SHIFT + E
- **Left Justify Text:** CTRL + SHIFT + L
- **Right Justify Text:** CTRL + SHIFT + R
- **Insert Page Break:** CTRL + ENTER
- **View Word Count:** CTRL + SHIFT + C

Guide to Keyboard Shortcuts (MAC version)

Both Microsoft Word and Google Docs allow writers to use keyboard shortcuts for certain tasks. These can save a great deal of time that might otherwise be spent clicking through various menus. Below is a list of common features/elements of Microsoft Word and Google Docs, along with the key combinations that complete that task.

NOTE: + indicates that you hold those keys at the same time.

- **Copy:** Highlight the desired text, then hit COMMAND + C
- **Cut:** Highlight the desired text, then hit COMMAND + X
- **Paste:** COMMAND + V
- **Search in Document:** COMMAND + F
- **Undo:** COMMAND + Z
- **Redo:** COMMAND + Y
- **Insert Footnote:** Place the cursor at the location you want to put the number indicating your footnote, then hit COMMAND + OPTION + F
- **Bold Text:** COMMAND + B
- **Italicize Text:** Highlight the desired text, then hit COMMAND + I
- **Underline Text:** Highlight the desired text, then hit COMMAND + U
- **Center Text:** Highlight the desired text, then hit COMMAND + SHIFT + E
- **Left Justify Text:** COMMAND + SHIFT + L
- **Right Justify Text:** COMMAND + SHIFT + R
- **Insert Page Break:** COMMAND + ENTER
- **View Word Count:** COMMAND + SHIFT + C