

## Keyboard shortcuts

[View all shortcuts in Help Center](#)

### Popular keyboard shortcuts

#### Text formatting

Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Strikethrough	Alt + Shift + 5
Superscript	Ctrl + .
Subscript	Ctrl + ,
Clear formatting	Ctrl + \

#### Paragraph formatting

Apply 'Normal text'	Ctrl + Alt + 0
Heading [1-6]	Ctrl + Alt + [1-6]
Left align text	Ctrl + Shift + L
Center align text	Ctrl + Shift + E
Right align text	Ctrl + Shift + R
Justify text	Ctrl + Shift + J
Toggle numbered list	Ctrl + Shift + 7
Toggle bulleted list	Ctrl + Shift + 8

#### While modifying images or drawings

Resize larger	Ctrl + Alt + K
Resize smaller	Ctrl + Alt + J

#### Actions

Insert link...	Ctrl + K
Insert footnote	Ctrl + Alt + F
Find...	Ctrl + F
Find and replace...	Ctrl + H

<b>Research</b>	<b>Ctrl + Alt + Shift + I</b>
Count words	Ctrl + Shift + C
Define word	Ctrl + Shift + Y
Copy formatting	Ctrl + Alt + C
Paste formatting	Ctrl + Alt + V
Switch to editing	Ctrl + Alt + Shift + Z
Switch to suggesting	Ctrl + Alt + Shift + X
Switch to viewing	Ctrl + Alt + Shift + C

### Navigation

Chat	Shift + Esc
Insert or move to header	Ctrl + Alt + O then Ctrl + Alt + H
Insert or move to footer	Ctrl + Alt + O then Ctrl + Alt + F
Move to next heading	Ctrl + Alt + N then Ctrl + Alt + H
Move to previous heading	Ctrl + Alt + P then Ctrl + Alt + H
Move to next heading [1-6]	Ctrl + Alt + N then Ctrl + Alt + [1-6]
Move to previous heading [1-6]	Ctrl + Alt + P then Ctrl + Alt + [1-6]
Move into current footnote	Ctrl + Alt + E then Ctrl + Alt + F
Move to next misspelling	Ctrl + '
Move to previous misspelling	Ctrl + ;

### Menus

File menu	Alt + Shift + F
Edit menu	Alt + Shift + E
View menu	Alt + Shift + V
Insert menu	Alt + Shift + I
Format menu	Alt + Shift + O
Tools menu	Alt + Shift + T
Add-ons menu	Alt + Shift + N
Table menu	Alt + Shift + B
Help menu	Alt + Shift + H
Context menu	Ctrl + Shift + \