G Suite™

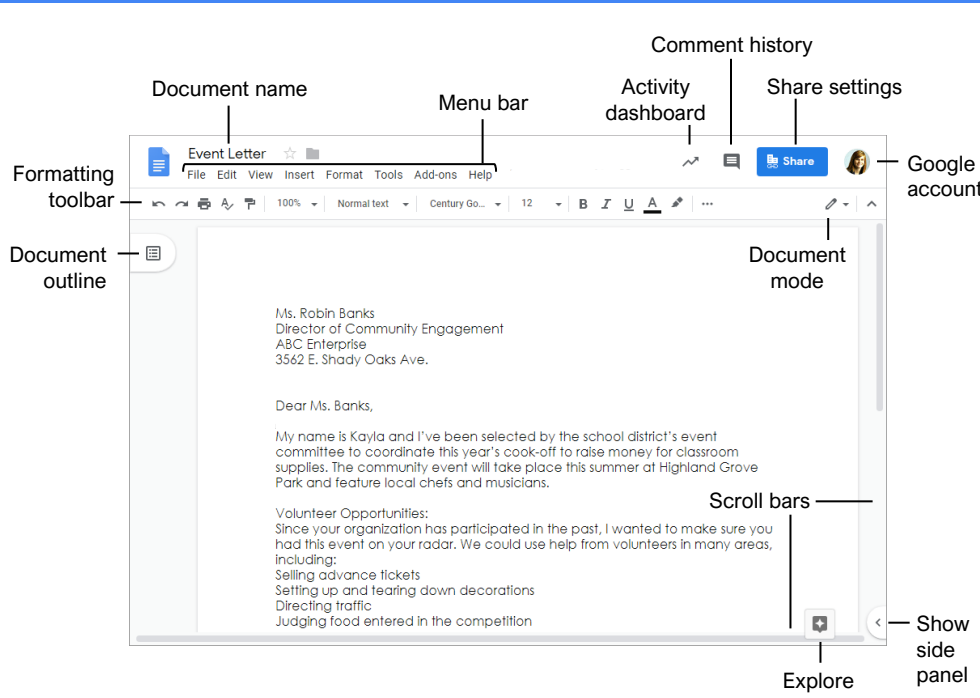# Google Docs
Quick Reference Guide

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The Google Docs Screen

Document name

Menu bar

Comment history

Activity dashboard

Share settings

Formatting toolbar

Document outline

Event Letter

File Edit View Insert Format Tools Add-ons Help

100% Normal text Century Go... 12 B I U A

Google account

Document mode

Ms. Robin Banks
Director of Community Engagement
ABC Enterprise
3562 E. Shady Oaks Ave.

Dear Ms. Banks,

My name is Kayla and I've been selected by the school district's event committee to coordinate this year's cook-off to raise money for classroom supplies. The community event will take place this summer at Highland Grove Park and feature local chefs and musicians.

Volunteer Opportunities:
Since your organization has participated in the past, I wanted to make sure you had this event on your radar. We could use help from volunteers in many areas, including:
Selling advance tickets
Setting up and tearing down decorations
Directing traffic
Judging food entered in the competition

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**.

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**.

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** + ****

Comments and Tools

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

Click the topic links for free lessons!

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 A** 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.**

CustomGuide

Google Training
Bite-sized Skills. Ready to Use. Uniquely Yours.

Customizable Courses
3,000 bite-sized skills, ready for use or personalization. SCORM-compatible.

Skill Assessments
Pinpoint existing knowledge, spot deficiencies and measure improvement.

AI Course Builder
Create stunning courses with AI-enhanced content. Similar to Articulate Rise—but better!

LMS
A friendly, versatile learning platform your users will love.

Gmail	Business Skills	Google Calendar	Chrome
Google Classroom	Google Docs	Google Drive	Google Forms
Google Meet	Google Sheets	Google Slides	Google Workspace

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Motivate learners by showcasing their journey from novice to expert with evident learning outcomes.

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1. Evaluate over 3,000 job skills
2. Verify learning
3. Measure improvement

SKILLS	PRE-ASSESS	LESSON	POST-ASSESS	GROWTH
Gmail Verified Learning	25%		75%	50% Improvement
Create & Apply Labels	● Fail	● Complete	● Pass	
View & Manage Labels	● Pass	● Complete	● (Pass)	
Filter Emails	● Fail	● Complete	● Pass	
Add a Vacation Results	● Fail	● Complete	● Fail	

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"Everyone is impressed with your features and ease of use. What a terrific product!"

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★★★★★
4.8 out of 5