Work Faster with Shortcuts
Part 3: Docs
Keyboard shortcuts work in Docs too!

1. Use these keyboard shortcuts when in Google Docs:

Press these keys at the same time	Get this result	Press these keys at the same time	Get this result
Ctrl + Enter	Insert a page break	Ctrl + Shift + E	Center-align text
Ctrl + Shift + C	Word count	Ctrl + Shift + R	Right-align text
Ctrl + Shift + S	Voice typing (see Oct. 20 Tip)	Ctrl + Shift + J	Justify text
Ctrl + K	Insert or edit link	Ctrl + Shift + L	Left-align text
Ctrl + Alt + F	Insert footnote	Ctrl + /	View all shortcuts

You can still use the shortcuts you've always used:

- *Ctrl+c = copy*
- *Ctrl+b = bold*
- *Ctrl+x = cut*
- *Ctrl+i = italics*
- *Ctrl+v = paste*
- *Ctrl+u = underline*