



G Suite keyboard shortcuts

Keyboard shortcuts help you get more done with fewer clicks.

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Gmail keyboard shortcuts

Turn on keyboard shortcuts

1. In [Gmail](#), click Settings  > **Settings**.
2. Scroll to the **Keyboard shortcuts** section and select **Keyboard shortcuts on**.
3. At the bottom, click **Save Changes**.

To see a [complete list](#) of keyboard shortcuts, open [Gmail](#) and press **Shift + ?**.

Use **⌘** for Mac or **Ctrl** for Windows, Chrome OS.

Write an email

Compose	c	Compose in a new tab	d
Add Cc recipients	⌘/Ctrl + Shift + c	Add Bcc recipients	⌘/Ctrl + Shift + b
Insert a link	⌘/Ctrl + k	Send	⌘/Ctrl + Enter

Read an email

Previous message in an open conversation*	p	Next message in an open conversation*	n
Mark as read	Shift + i	Mark as unread	Shift + u
Expand entire conversation*	;	Collapse entire conversation*	:

Format text

Bold	⌘/Ctrl + b	Italics	⌘/Ctrl + i
Underline	⌘/Ctrl + u	Remove formatting	⌘ + \

Interact with an email

Select conversation	x	Reply	r
Add conversation to Tasks	Shift + t	Reply all	a
Snooze	b	Forward	f
Archive	e		

Categorize an email

Mark as important	+ or =	Open Label as menu	l
Mark as not important	-	Select starred conversations	* + s

Navigate your inbox

Go to Inbox	g + i	Go to Drafts	g + d
Go to Sent messages	g + t	Go to All mail	g + a

* [Conversation view](#) must be enabled.



Chrome Browser keyboard shortcuts

See a [complete list](#) of keyboard shortcuts in [Chrome Browser](#).

Use **⌘** for Mac or **Ctrl** for Windows, Chrome OS.

Open and close tabs

Open a new tab and jump to it	⌘/Ctrl + t	Jump to a specific tab	⌘/Ctrl + 1 through ⌘/Ctrl + 8
Reopen the last closed tab and jump to it	⌘/Ctrl + Shift + t	Close the current tab or pop-up	⌘/Ctrl + w

Open and close windows

Open a new window	⌘/Ctrl + n	Close the current window	⌘/Ctrl + Shift + w
Open a new window in Incognito mode	⌘/Ctrl + Shift + n	Minimize the window	⌘ + m Alt + Space + n

Use Chrome Browser

Search the web	⌘ + Option + f Ctrl + k	Jump to the address bar	⌘/Ctrl + l
Open the Downloads page in a new tab	⌘ + Shift + j Ctrl + j	Open the Bookmark Manager	⌘/Ctrl + Shift + o
Open options to print the current page	⌘/Ctrl + p	Sign in as a different user or browse as a guest	⌘/Ctrl + Shift + m
Open options to save the current page	⌘/Ctrl + s	Open the History page in a new tab	⌘ + y Ctrl + h
Open a file from your computer in Chrome Browser	⌘/Ctrl + o + Select a file	Quit Chrome Browser	⌘/Ctrl + Shift + q
Save your current webpage as a bookmark	⌘/Ctrl + d		


Customize Chrome Browser

Open your home page in the current tab	⌘/Ctrl + Shift + h	Make everything on the page bigger	⌘/Ctrl and +
Make everything on the page smaller	⌘/Ctrl and -	Return everything on the page to the default size	⌘/Ctrl + 0



Calendar keyboard shortcuts

Turn on keyboard shortcuts

1. In [Google Calendar](#), click Settings  > **Settings**.
2. On the left, click **Keyboard shortcuts** and check the **Enable keyboards shortcuts** box.

To see a [complete list](#) of keyboard shortcuts, open [Calendar](#) and press **Shift + ?**.

Use **⌘** for Mac or **Ctrl** for Windows, Chrome OS.

Navigate your calendar

Change your calendar view to the next date range	j or n	Refresh your calendar	⌘/Ctrl + r
Move to the current day	t	Go to the Settings page	s

Change your calendar view

Day view	1 or d	Month view	3 or m
Week view	2 or w	Agenda view	5 or a

Create and edit events

Create a new event	c	Undo	z
See an event's details	e	Save event (from the event details page)	⌘/Ctrl + s
Delete an event	Delete	Return to calendar grid from an event details page	Esc

Jump to Tasks and Keep

Use Google Keep and Google Tasks in a side panel while you're in Calendar.

To go to the side panel, use these shortcuts:

Windows	Ctrl + Alt + . or Ctrl + Alt + ,	Mac	Option + ⌘ + . or Option + ⌘ + ,
Chromebook	Alt + Shift + . or Alt + Shift + ,		



Drive keyboard shortcuts

To see a [complete list](#) of keyboard shortcuts, open [Google Drive](#) and press **Shift + ?**.

Use **⌘** for Mac or **Ctrl** for Windows, Chrome OS.

Create folders and files

Document	Shift + t	Drawing	Shift + d
Presentation	Shift + p	Folder	Shift + f
Spreadsheet	Shift + s	Form	Shift + o

Select items

Select or deselect item	x	Select next item to the left	h Left arrow
Select next item down	j Down arrow	Select next item to the right	l Right arrow
Select next item up	k Up arrow	Clear all selections	Shift + n

Interact with items

Open selected item	Enter + o	Move selected items to new folder	z
Rename selected item	n	Star or unstar selected items	s
Share selected items	.	Undo last action	⌘/Ctrl + z

Open menus

Create menu	c	Sort menu	r
More actions menu	a	Settings menu	t

Navigate in Drive

Go to navigation panel (folders list)	g + n g + f	Show or hide details pane	d
Go to details pane	g + d	Show or hide activity pane	i



Docs keyboard shortcuts

To see a [complete list](#) of keyboard shortcuts, open [Google Docs](#) and press **⌘ + / (Mac)** or **Ctrl + / (Windows, Chrome OS)**. Use **⌘ for Mac** or **Ctrl for Windows, Chrome OS**.

Common actions

Copy	⌘/Ctrl + c	Undo	⌘/Ctrl + z
Cut	⌘/Ctrl + x	Redo	⌘/Ctrl + Shift + z
Paste	⌘/Ctrl + v	Insert or edit link	⌘/Ctrl + k
Paste without formatting	⌘/Ctrl + Shift + v	Find	⌘/Ctrl + f

Format text

Bold	⌘/Ctrl + b	Strikethrough	Option/Alt + Shift + 5
Italicize	⌘/Ctrl + i	Superscript	⌘/Ctrl + .
Underline	⌘/Ctrl + u	Copy text formatting	⌘/Ctrl + Alt + c

Format paragraphs

Increase paragraph indentation	⌘/Ctrl +]	Right align	⌘/Ctrl + Shift + r
Decrease paragraph indentation	⌘/Ctrl + [Left align	⌘/Ctrl + Shift + l
Numbered list	⌘/Ctrl + Shift + 7	Bulleted list	⌘/Ctrl + Shift + 8

Add comments and footnotes

Insert comment	⌘/Ctrl + Alt + m	Insert footnote	⌘/Ctrl + Alt + f
Open discussion thread	⌘/Ctrl + Alt + Shift + a		



Sheets keyboard shortcuts

To see a [complete list](#) of keyboard shortcuts, open [Google Sheets](#) and press **Ctrl + /** (Windows, Chrome OS) or **⌘ + /** (Mac). Use **⌘ for Mac** or **Ctrl for Windows, Chrome OS**.

Common actions

Select column	Ctrl + Space	Open Explore	Alt + Shift + x
Select row	Shift + Space	Insert new sheet	Shift + F11
Insert link	⌘/Ctrl + k		

Format cells

Bold	⌘/Ctrl + b	Center align	⌘/Ctrl + Shift + e
Underline	⌘/Ctrl + u	Right align	⌘/Ctrl + Shift + r
Italic	⌘/Ctrl + i	Left align	⌘/Ctrl + Shift + l
Apply right border	Option + Shift + 4	Apply left border	Option + Shift + 2
Apply top border	Option + Shift + 1	Apply bottom border	Option + Shift + 3
Clear formatting	⌘/Ctrl + \		

Change rows and columns

Hide row	⌘/Ctrl + Alt + 9	Unhide row	⌘/Ctrl + Shift + 9
Group rows or columns	Alt + Shift + Right arrow	Ungroup rows or columns	Alt + Shift + Left arrow

Add notes and comments

Insert/edit note	Shift + F2	Open comment discussion thread	⌘/Ctrl + Alt + Shift + a
Insert comment	⌘/Ctrl + Alt + m		



Slides keyboard shortcuts

To see a [complete list](#) of keyboard shortcuts, open [Google Slides](#) and press **Ctrl + / (Windows, Chrome OS)** or **⌘ + / (Mac)**. Use **⌘ for Mac** or **Ctrl for Windows, Chrome OS**.

Common actions

New slide	Ctrl + m	Select none	⌘/Ctrl + Shift + a
Select all	⌘/Ctrl + a	Insert or edit link	Ctrl + k
Open link	Alt + Enter		

Format text

Bold	⌘/Ctrl + b	Increase font size	⌘/Ctrl + Shift + >
Italic	⌘/Ctrl + i	Decrease font size	⌘/Ctrl + Shift + <
Underline	⌘/Ctrl + u	Bulleted list	⌘/Ctrl + Shift + 8

Move and arrange objects

Group	⌘/Ctrl + Alt + g	Select next shape	Tab
Ungroup	⌘/Ctrl + Alt + Shift + g	Select previous shape	Shift + Tab
Nudge up, down, left, or right	Arrow keys		

Switch between slides

Move to previous slide	Page Up Up arrow	Move to next slide	Page Down Down arrow
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Add notes and comments

Insert comment	⌘/Ctrl + Alt + m	Open comment discussion thread	⌘/Ctrl + Alt + Shift + a
Enter current comment	Holding ⌘/Ctrl + Enter		

Navigate presentations

Open speaker notes panel	Ctrl + Alt + Shift + s	Open animations panel	⌘/Ctrl + Alt + Shift + b
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