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	**⌘/Ctrl + **

Interact with an email

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

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	⌘/**Ctrl + m**

Use Chrome Browser

Search the web	⌘/**Ctrl + Option + f**	Remove predictions from your address bar	**Down arrow to highlight + Shift + fn + Delete**
Show or hide the Bookmarks Bar	⌘/**Ctrl + Shift + b**	Jump to the address bar	⌘/**Ctrl + l**
Open the Bookmark Manager	⌘/**Ctrl + Option + b**	Sign in as a different user or browse as a guest	⌘/**Ctrl + Shift + m**
Open the Settings page in a new tab	⌘/**Ctrl + ,**	Hide Chrome Browser	⌘/**Ctrl + h**
Open the History page in a new tab	⌘/**Ctrl + y**	Quit Chrome Browser	⌘/**Ctrl + q**
Open options to print the current page	⌘/**Ctrl + p**	Turn Full-screen mode on or off	⌘/**Ctrl + Ctrl + f**
Open options to save the current page	⌘/**Ctrl + s**	Stop the page loading	**Esc**
Open a file from your computer in Chrome Browser	⌘/**Ctrl + o + Select a file**	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	**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	**Backspace or Delete**	Return to calendar grid from an event details page	**Esc**

Open 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 then n** **g then f**	Show or hide details pane	**d**
Go to details pane	**g then 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**	Save	⌘**/Ctrl + s**

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**	Move to current footnote	**holding ⌘/Ctrl + Alt, press e then f**

Open menus

File menu	In Chrome Browser: **Alt + f** Other browsers: **Alt + Shift + f**	Insert menu	In Chrome Browser: **Alt + i** Other browsers: **Alt + Shift + i**
Edit menu	In Chrome Browser: **Alt + e** Other browsers: **Alt + Shift + e**	Format menu	In Chrome Browser: **Alt + o** Other browsers: **Alt + Shift + o**

Navigate documents

Move to next heading	**holding ⌘/Ctrl + Alt, press n then h**	Move to next list	**holding ⌘/Ctrl + Alt, press n then o**
Move to previous heading	**holding ⌘/Ctrl + Alt, press p then h**	Move to previous list	**holding ⌘/Ctrl + Alt, press p then o**

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**	Fill right	**⌘/Ctrl + r**
Select row	**Shift + Space**	Fill down	**⌘/Ctrl + d**
Fill range	**⌘/Ctrl + Enter**	Insert new sheet	**Shift + F11**

Format cells

Bold	**⌘/Ctrl + b**	Strikethrough	**Alt + Shift + 5**
Underline	**⌘/Ctrl + u**	Center align	**⌘/Ctrl + Shift + e**
Italic	**⌘/Ctrl + i**	Left align	**⌘/Ctrl + Shift + l**

Use formulas

Show all formulas	**⌘/Ctrl + ~**	Absolute/relative references (when entering a formula)	**F4**
Insert array formula	**⌘/Ctrl + Shift + Enter**	Toggle formula result previews (when entering a formula)	**F9**

Add or change rows and columns

Hide row	**⌘/Ctrl + Alt + 9**	Unhide column	**⌘/Ctrl + Shift + 0**
Hide column	**⌘/Ctrl + Alt + 0**	Group rows or columns	**Alt + Shift + Right arrow**
Unhide row	**⌘/Ctrl + Shift + 9**	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/edit comment	**⌘/Ctrl + Alt + m**	Enter current comment	**holding ⌘/Ctrl + Alt, press e then c**

Open menus

File menu	In Chrome Browser: **Alt + f** Other browsers: **Alt + Shift + f**	View menu	In Chrome Browser: **Alt + v** Other browsers: **Alt + Shift + v**
Edit menu	In Chrome Browser: **Alt + e** Other browsers: **Alt + Shift + e**	Insert menu	In Chrome Browser: **Alt + i** Other browsers: **Alt + Shift + i**

Navigate spreadsheets

Move to next sheet	**⌘/Ctrl + Shift + Page Down**	Open hyperlink	**Alt + Enter**
Move to previous sheet	**⌘/Ctrl + Shift + Page Up**	Open Explore	**Alt + Shift + x**

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
Duplicate slide	⌘/Ctrl + d	Insert or edit link	⌘/Ctrl + k
Select all	⌘/Ctrl + a	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	Bring to front	⌘/Ctrl + Shift + Up arrow
Ungroup	⌘/Ctrl + Alt + Shift + g	Exit Crop mode	Enter
Send to back	⌘/Ctrl + Shift + Down arrow	Nudge up, down, left, or right	Arrow keys

Switch between slides

Move to previous slide	**Page Up** **Up arrow**	Select previous slide	**Shift + Up arrow**
Move to next slide	**Page Down** **Down arrow**	Select next slide	**Shift + Down arrow**

Add notes and comments

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

Open menus

File menu	In Chrome Browser: **Alt + f** Other browsers: **Alt + Shift + f**	Insert menu	In Chrome Browser: **Alt + i** Other browsers: **Alt + Shift + i**
Edit menu	In Chrome Browser: **Alt + e** Other browsers: **Alt + Shift + e**	Format menu	In Chrome Browser: **Alt + o** Other browsers: **Alt + Shift + o**

Navigate presentations

Zoom in	⌘/Ctrl + Alt and +	Open speaker notes panel	⌘/Ctrl + Alt + Shift + s
Zoom out	⌘/Ctrl + Alt and -	Open animations panel	⌘/Ctrl + Alt + Shift + b