CHEAT SHEET

# Microsoft Word keyboard shortcuts: 60 that make writing and editing faster

APPLIO BLOG
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## MOVE AROUND A DOCUMENT

| | | |
|---|---|---|
| Ctrl + Left/Right | Option + Left/Right | Move one word left or right |
| Ctrl + Up/Down | Cmd + Up/Down | Move up or down one paragraph |
| Home / End | Cmd + Left/Right | Start or end of the line |
| Ctrl + Home / End | Cmd + Home / End | Start or end of the document |
| Ctrl + G or F5 | Cmd + Option + G | Go To a page, section, heading or comment |
| Ctrl + F | Cmd + F | Search the document |
| Ctrl + H | Ctrl + H | Find and replace |
| Shift + F5 | Shift + F5 | Go back to the previous edit location |
| Ctrl + Alt + S | (no shortcut) | Split the window to see two parts of one document |

## SELECT TEXT

| | | |
|---|---|---|
| Shift + arrow keys | Shift + arrow keys | Extend the selection a character or line at a time |
| Ctrl + Shift + Left/Right | Option + Shift + Left/Right | Select a word at a time |
| Ctrl + Shift + Up/Down | Cmd + Shift + Up/Down | Select to the start or end of the paragraph |
| Shift + Home / End | Cmd + Shift + Left/Right | Select to the start or end of the line |
| Ctrl + Shift + Home / End | Cmd + Shift + Home / End | Select to the start or end of the document |
| Ctrl + A | Cmd + A | Select the whole document |
| F8, pressed repeatedly | F8, pressed repeatedly | Grow the selection: word, sentence, paragraph, document |
| Shift + F8 | Shift + F8 | Shrink the selection one step |
| Alt + drag | Option + drag | Select a vertical block of text |
| Esc | Esc | Stop extending the selection |

## FORMAT CHARACTERS

| | | |
|---|---|---|
| Ctrl + B / I / U | Cmd + B / I / U | Bold, italic, underline |
| Ctrl + Shift + > / < | Cmd + Shift + > / < | Increase or decrease font size to the next size in the list |
| Ctrl + ] / [ | Cmd + ] / [ | Increase or decrease font size by one point |
| Ctrl + D | Cmd + D | Open the Font dialog |
| Shift + F3 | Shift + F3 | Cycle between upper case, lower case and title case |
| Ctrl + Shift + A | Cmd + Shift + A | All capitals |
| Ctrl + Shift + K | Cmd + Shift + K | Small capitals |
| Ctrl + Shift + D | Cmd + Shift + D | Double underline |
| Ctrl + Shift + + | (Home tab button) | Superscript |
| Ctrl + Space | (Clear Formatting button) | Remove manual character formatting |
| Ctrl + Alt + C | Cmd + Option + C | Copy the formatting of the selected text |
| Ctrl + Alt + V | Cmd + Option + V | Paste that formatting onto other text |

## PARAGRAPHS, LISTS AND STYLES

| | | |
|---|---|---|
| Ctrl + L / E / R / J | Cmd + L / E / R / J | Align left, centre, right, justify |
| Ctrl + 1 / 2 / 5 | Cmd + 1 / 2 / 5 | Single, double or 1.5 line spacing |
| Ctrl + M | Ctrl + Shift + M | Indent the paragraph |
| Ctrl + Shift + M | Cmd + Shift + M | Remove the indent |
| Ctrl + T | Cmd + T | Hanging indent |
| Ctrl + Shift + L | Cmd + Shift + L | Bulleted list |
| Ctrl + Q | (no shortcut) | Remove manual paragraph formatting |
| Ctrl + Alt + 1 / 2 / 3 | Cmd + Option + 1 / 2 / 3 | Heading 1, 2 or 3 |
| Ctrl + Shift + N | Cmd + Shift + N | Back to the Normal style |
| Ctrl + Alt + Shift + S | (Styles pane button) | Open the Styles pane |
| Alt + Shift + Up/Down | Ctrl + Shift + Up/Down | Move the selected paragraphs up or down |
| Ctrl + Shift + 8 | (Home tab, ¶ button) | Show or hide paragraph marks and other hidden characters |

## INSERT THINGS

| | | |
|---|---|---|
| Ctrl + K | Cmd + K | Insert a link |
| Ctrl + Enter | Cmd + Return | Page break |
| Shift + Enter | Shift + Return | Line break without starting a new paragraph |
| Ctrl + Shift + Space | Option + Space | Non-breaking space, so two words stay on the same line |
| Ctrl + Alt + F | Cmd + Option + F | Footnote |
| Alt + Shift + D | Ctrl + Shift + D | Insert the date as a field |
| Ctrl + Alt + . | (no shortcut) | Ellipsis character (…) |

## REVIEW, SAVE AND PRINT

| | | |
|---|---|---|
| Ctrl + Alt + M | Cmd + Option + A | Add a comment |
| Ctrl + Shift + E | Cmd + Shift + E | Turn Track Changes on or off |
| F7 | F7 | Check spelling and grammar |
| Ctrl + Shift + G | (status bar) | Word Count dialog |
| Ctrl + S | Cmd + S | Save |
| F12 | Cmd + Shift + S | Save As |
| Ctrl + P | Cmd + P | Print |
| Ctrl + W | Cmd + W | Close the document |
| Ctrl + Z / Ctrl + Y | Cmd + Z / Cmd + Y | Undo and redo |
| F4 | Cmd + Y | Repeat the last action |