



79 WORD SHORTCUTS

Basics

| | | |
|---------------------------|----------------|--------------------|
| Open a new Word doc | Ctrl + N | ⌘ + N |
| Open an existing Word doc | Ctrl + O | ⌘ + O |
| Close a specific Word doc | Ctrl + W | ⌘ + W |
| Save a Word doc | Ctrl + S | ⌘ + S |
| Save "as" | F12 | ⌘ + shift + S |
| Print a file | Ctrl + P | ⌘ + P |
| Open print preview | Ctrl + F2 | ⌘ + P |
| Toggle the ribbon | Ctrl + F1 | alt option + ⌘ + R |
| Confirm ribbon command | Enter | return |
| Close Word program | Alt + F4 | ⌘ + Q |
| Split the document window | Alt + Ctrl + S | ⌘ + alt option + S |
| Undo | Ctrl + Z | ⌘ + Z |
| Re-do | Ctrl + Y | ⌘ + Y |
| Cancel | Esc | esc |

Selection

| | | |
|--|------------------|------------------------|
| Extend selection one character left | Shift + ← | shift + ← |
| Extend selection one character right | Shift + → | shift + → |
| Extend selection one word left | Ctrl + Shift + ← | shift + alt option + ← |
| Extend selection one word right | Ctrl + Shift + → | shift + alt option + → |
| Extend selection to end of line | Shift + End | ⌘ + shift + ← |
| Extend selection to beginning of line | Shift + Home | ⌘ + shift + → |
| Extend selection one line up | Shift + ↑ | shift + ↑ |
| Extend selection one line down | Shift + ↓ | shift + ↓ |
| Extend selection to the end of a paragraph | Ctrl + Shift + ↓ | ⌘ + shift + ↓ |
| Extend selection to the beginning of a paragraph | Ctrl + Shift + ↑ | ⌘ + shift + ↑ |

Navigation

| | | |
|-------------------------------------|-------------|----------------|
| Move one character left | ← | ← |
| Move one character right | → | → |
| Move one character up | ↑ | ↑ |
| Move one character down | ↓ | ↓ |
| Move one word left | Ctrl + ← | alt option + ← |
| Move one word right | Ctrl + → | alt option + → |
| Move one paragraph up | Ctrl + ↑ | ⌘ + ↑ |
| Move one paragraph down | Ctrl + ↓ | ⌘ + ↓ |
| Move to the end of a line | End | ⌘ + → |
| Move to the beginning of a line | Home | ⌘ + ← |
| Move to the end of a document | Ctrl + End | ⌘ + fn + → |
| Move to the beginning of a document | Ctrl + Home | ⌘ + fn + ← |
| Move one cell left | Shift + Tab | shift + tab |
| Move one cell right | Tab | tab |

Copy and Paste

| | | |
|----------------------------|------------------|--------------------------|
| Copy text or graphics | Ctrl + C | ⌘ + C |
| Undo copy text or graphics | Ctrl + Z | ⌘ + Z |
| Paste clipboard | Ctrl + V | ⌘ + V |
| Single-use copy | Shift + F2 | fn + shift + F2 |
| Paste with formatting | Ctrl + Shift + V | control + alt option + V |
| Paste special | Ctrl + Shift + V | ⌘ + control + V |

Formatting

| | | |
|---------------------------------------|------------------|-----------------|
| Increase font size | Ctrl + Shift + > | ⌘ + shift + > |
| Decrease font size | Ctrl + Shift + < | ⌘ + shift + < |
| Toggle underline for words not spaces | Ctrl + Shift + W | ⌘ + shift + W |
| Toggle strikethrough | Ctrl + 5 | ⌘ + shift + X |
| Change letter case | Shift + F3 | fn + shift + F3 |
| Format in all capital letters | Ctrl + Shift + A | ⌘ + shift + A |
| Apply subscript format | Ctrl + = | ⌘ + = |
| Apply superscript format | Ctrl + Shift + + | ⌘ + shift + = |
| Center align text selection | Ctrl + E | ⌘ + E |
| Left align text selection | Ctrl + L | ⌘ + L |
| Right align text selection | Ctrl + R | ⌘ + R |

Comments and Citations

| | | |
|----------------------------------|------------------|---------------|
| Insert a comment | Alt + C | ⌘ + alt + A |
| Toggle change tracker | Ctrl + Shift + E | ⌘ + shift + E |
| Go to the beginning of a comment | Home | ⌘ + shift + ← |
| Go to the end of a comment | End | ⌘ + shift + → |
| Insert a footnote | Alt + Ctrl + F | ⌘ + alt + F |
| Insert an endnote | Alt + Ctrl + D | ⌘ + alt + E |

Fields

| | | |
|--------------------|-----------------|---------------------|
| Insert date field | Alt + Shift + D | control + shift + D |
| Insert time field | Alt + Shift + T | control + shift + T |
| Insert page field | Alt + Shift + P | control + shift + P |
| Insert list field | Alt + Shift + L | control + shift + L |
| Insert empty field | Ctrl + F9 | fn + ⌘ + F9 |

Insertion and Symbols

| | | |
|------------------------------------|----------------|------------------|
| Insert hyperlink | Ctrl + K | ⌘ + K |
| Insert copyright symbol | Alt + Ctrl + C | alt + option + G |
| Insert trademark symbol | Alt + Ctrl + T | alt + option + 2 |
| Insert registered trademark symbol | Alt + Ctrl + R | alt + option + R |
| Insert an ellipsis | Alt + Ctrl + . | alt + option + ; |
| Insert line break | Shift + Enter | shift + return |

Spacing

| | | |
|--------------------------------------|----------|-------|
| Set line spacing to single | Ctrl + 1 | ⌘ + 1 |
| Set line spacing to 1.5 | Ctrl + 5 | ⌘ + 5 |
| Set line spacing to double | Ctrl + 2 | ⌘ + 2 |
| Toggle line space between paragraphs | Ctrl + 0 | ⌘ + 0 |

Help Menus

| | | |
|-----------------|------------|-----------------|
| Open spellcheck | F7 | ⌘ + alt + L |
| Open thesaurus | Shift + F7 | fn + shift + F7 |
| Open search box | Ctrl + F | ⌘ + F |