



MS Word Shortcut keys for Windows & Mac

No.	Action	Mac Shortcuts	Windows Shortcuts	Section
1	Copy text or object	Command + C	Ctrl + C	Most used MS Word Shortcut keys
2	Paste selected text or object	Command + V	Ctrl + V	Most used MS Word Shortcut keys
3	Cut text or object	Command + X	Ctrl + X	Most used MS Word Shortcut keys
4	Undo the last action	Command + Z	Ctrl + Z	Most used MS Word Shortcut keys
5	Redo the last action	Command + Y	Ctrl + Y	Most used MS Word Shortcut keys
6	Copy text format	Command + Shift + C	Ctrl + Shift + C	Most used MS Word Shortcut keys
7	Paste text format	Command + Shift + V	Ctrl + Shift + V	Most used MS Word Shortcut keys
8	Paste and keep source formatting	Command + V, then Command, then K	Ctrl + V, then Ctrl, then K	Most used MS Word Shortcut keys
9	Paste and keep text only	Command + V, then Command, then T	Ctrl + V, then Ctrl, then T	Most used MS Word Shortcut keys
10	Create a new document	Command + N	Ctrl + N	Most used MS Word Shortcut keys
11	Open document	Command + O	Ctrl + O	Most used MS Word Shortcut keys
12	Open recent file	Option then F, R	Alt then F, R	Most used MS Word Shortcut keys
13	Close document	Command + W	Ctrl + W	Most used MS Word Shortcut keys
14	Save document	Command + S	Ctrl + S	Most used MS Word Shortcut keys
15	Save document as	F12	F12	Most used MS Word Shortcut keys
16	Print document	Command + P	Ctrl + P	Most used MS Word Shortcut keys
17	Show or Hide the Ribbon	Command + F1	Ctrl + F1	Most used MS Word Shortcut keys
18	Copy formatting	Command + Shift + C	Ctrl + Shift + C	Text Formatting Shortcuts
19	Paste formatting	Command + Shift + V	Ctrl + Shift + V	Text Formatting Shortcuts
20	Increase font size by one value	Command + Shift + >	Ctrl + Shift + >	Text Formatting Shortcuts
21	Decrease font size by one value	Command + Shift + <	Ctrl + Shift + <	Text Formatting Shortcuts
22	Change between all case	Shift + F3	Shift + F3	Text Formatting Shortcuts
23	Apply and Remove subscript	Command + =	Ctrl + =	Text Formatting Shortcuts
24	Apply and Remove Superscript	Command + Shift + =	Ctrl + Shift + =	Text Formatting Shortcuts
25	Apply and Remove Bold	Command + B	Ctrl + B	Text Formatting Shortcuts
26	Apply and Remove Italic	Command + I	Ctrl + I	Text Formatting Shortcuts
27	Apply and Remove Underline	Command + U	Ctrl + U	Text Formatting Shortcuts
28	Apply and Remove double-underline	Command + Shift + D	Ctrl + Shift + D	Text Formatting Shortcuts
29	Apply and Remove words underline	Command + Shift + W	Ctrl + Shift + W	Text Formatting Shortcuts
30	Apply and Remove Big Capitals	Command + Shift + A	Ctrl + Shift + A	Text Formatting Shortcuts
31	Apply and Remove Small Capitals	Command + Shift + K	Ctrl + Shift + K	Text Formatting Shortcuts
32	Apply strike-through formatting	Option + H, then 4	Alt + H, then 4	Text Formatting Shortcuts
33	Apply and Remove Highlight text feature	Option + Command + H	Alt + Ctrl + H	Text Formatting Shortcuts
34	Reveal formatting	Shift + F1	Shift + F1	Text Formatting Shortcuts
35	Open Font dialog box	Command + D	Ctrl + D	Text Formatting Shortcuts
36	Right align paragraph	Command + R	Ctrl + R	Paragraph Formatting Shortcuts
37	Left align paragraph	Command + L	Ctrl + L	Paragraph Formatting Shortcuts
38	Center align paragraph	Command + E	Ctrl + E	Paragraph Formatting Shortcuts
39	Justify align paragraph	Command + J	Ctrl + J	Paragraph Formatting Shortcuts
40	Set line spacing to single space	Command + 1	Ctrl + 1	Paragraph Formatting Shortcuts
41	Set line spacing to double space	Command + 2	Ctrl + 2	Paragraph Formatting Shortcuts
42	Set line spacing to 1.5	Command + 5	Ctrl + 5	Paragraph Formatting Shortcuts
43	Apply Heading 1 style	Command + Option + 1	Ctrl + Alt + 1	Paragraph Formatting Shortcuts
44	Apply Heading 2 style	Command + Option + 2	Ctrl + Alt + 2	Paragraph Formatting Shortcuts
45	Apply Heading 3 style	Command + Option + 3	Ctrl + Alt + 3	Paragraph Formatting Shortcuts
46	Apply Normal Style	Command + Shift + N	Ctrl + Shift + N	Paragraph Formatting Shortcuts
47	Open apply styles task pane	Command + Shift + S	Ctrl + Shift + S	Paragraph Formatting Shortcuts
48	Open or Close styles task pane	Command + Option + Shift + S	Ctrl + Alt + Shift + S	Paragraph Formatting Shortcuts
49	Open Search menu	Command + F	Ctrl + F	Find & Replace Shortcuts
50	Open find and replace window	Command + H	Ctrl + H	Find & Replace Shortcuts
51	Closed Find and Replace window	Esc	Esc	Find & Replace Shortcuts
52	Repeat last find after closing find the window	Shift + F4	Shift + F4	Find & Replace Shortcuts
53	Insert Copyright symbol	Option + Command + C	Alt + Ctrl + C	Insert special characters Shortcuts
54	Insert Trademark symbol	Option + Command + T	Alt + Ctrl + T	Insert special characters Shortcuts
55	Insert Registered Trademark symbol	Option + Command + R	Alt + Ctrl + R	Insert special characters Shortcuts
56	Insert Euro currency symbol	Option + Command + E	Alt + Ctrl + E	Insert special characters Shortcuts
57	Insert horizontal ellipsis	Option + Command + .	Alt + Ctrl + .	Insert special characters Shortcuts
58	Insert Em dash	Option + Command + -	Alt + Ctrl + -	Insert special characters Shortcuts
59	Insert Footnote	Option + Command + F	Alt + Ctrl + F	Insert special characters Shortcuts
60	Insert an Endnote	Option + Command + D	Alt + Ctrl + D	Insert special characters Shortcuts
61	Insert Citation Mark	Option + Shift + I	Alt + Shift + I	Insert special characters Shortcuts
62	Insert Index Mark	Option + Shift + X	Alt + Shift + X	Insert special characters Shortcuts
63	Insert Page Break	Command + Return	Ctrl + Enter	Insert special characters Shortcuts
64	Insert column break	Command + Shift + Return	Ctrl + Shift + Enter	Insert special characters Shortcuts
65	Insert Non-breaking space	Command + Shift + Spacebar	Ctrl + Shift + Spacebar	Insert special characters Shortcuts
66	Insert Non-Breaking Hyphen	Command + Shift + -	Ctrl + Shift + -	Insert special characters Shortcuts
67	Insert Hyphen	Command + -	Ctrl + -	Insert special characters Shortcuts
68	Insert Symbol	Option, N, U	Alt, N, U	Insert special characters Shortcuts
69	Insert a Hyperlink	Command + K	Ctrl + K	Insert special characters Shortcuts
70	Insert Paragraph Break	Return	Enter	Insert special characters Shortcuts
71	Insert line break without breaking the paragraph	Shift + Return	Shift + Enter	Insert special characters Shortcuts
72	Insert current Date	Option + Shift + D	Alt + Shift + D	Insert special characters Shortcuts
73	Insert Page number	Option + Shift + P	Alt + Shift + P	Insert special characters Shortcuts
74	Insert Current Time	Option + Shift + T	Alt + Shift + T	Insert special characters Shortcuts
75	Insert Table of Content	Option + Shift + O	Alt + Shift + O	Insert special characters Shortcuts
76	Jump one character to the right	Right Arrow key	Right Arrow key	Navigation Shortcuts
77	Jump one character to the left	Left Arrow key	Left Arrow key	Navigation Shortcuts
78	Jump one word to the right	Command + Right Arrow key	Ctrl + Right Arrow key	Navigation Shortcuts
79	Jump one word to the left	Command + Left Arrow key	Ctrl + Left Arrow key	Navigation Shortcuts
80	Jump one line up	Up Arrow key	Up Arrow key	Navigation Shortcuts
81	Jump one line down	Down Arrow key	Down Arrow key	Navigation Shortcuts
82	Jump one paragraph up	Command + Up Arrow key	Ctrl + Up Arrow key	Navigation Shortcuts
83	Jump one paragraph down	Command + Down Arrow key	Ctrl + Down Arrow key	Navigation Shortcuts
84	Jump to the beginning of a line	Home key	Home key	Navigation Shortcuts
85	Jump to the end of a line	End key	End key	Navigation Shortcuts
86	Jump one screen up	Page Up key	Page Up key	Navigation Shortcuts
87	Jump one screen down	Page Down key	Page Down key	Navigation Shortcuts
88	Move to the beginning of the previous page	Command + Page Up key	Ctrl + Page Up key	Navigation Shortcuts
89	Move to the beginning of the next page	Command + Page Down key	Ctrl + Page Down key	Navigation Shortcuts
90	Jump to the bottom of the visible window	Command + Option + Page Up key	Ctrl + Alt + Page Up key	Navigation Shortcuts
91	Jump to top of the visible window	Command + Option + Page Down key	Ctrl + Alt + Page Down key	Navigation Shortcuts
92	Jump to start of the document	Command + Home key	Ctrl + Home key	Navigation Shortcuts
93	Jump to end of the document	Command + End key	Ctrl + End key	Navigation Shortcuts



No.	Action	Mac Shortcuts	Windows Shortcuts	Section
94	Go to a page, bookmark, comment, etc.	Command + G or F5	Ctrl + G or F5	Navigation Shortcuts
95	Go to the last change or revision	Shift + F5	Shift + F5	Navigation Shortcuts
96	Set and edit bookmarks	Command + Shift + F5	Ctrl + Shift + F5	Navigation Shortcuts
97	Go back to the previously edited location in a document	Command + Option + Z	Ctrl + Alt + Z	Navigation Shortcuts
98	Select entire document	Command + A	Ctrl + A	Extend Selection Shortcuts
99	Extend selection one character to the right	Shift + Right Arrow key	Shift + Right Arrow key	Extend Selection Shortcuts
100	Extend selection one character to the left	Shift + Left Arrow key	Shift + Left Arrow key	Extend Selection Shortcuts
101	Extend selection one word to the right	Command + Shift + Right Arrow key	Ctrl + Shift + Right Arrow key	Extend Selection Shortcuts
102	Extend selection one word to the left	Command + Shift + Left Arrow key	Ctrl + Shift + Left Arrow key	Extend Selection Shortcuts
103	Extend selection to the beginning of a line	Shift + Home key	Shift + Home key	Extend Selection Shortcuts
104	Extend selection to the end of a line	Shift + End key	Shift + End key	Extend Selection Shortcuts
105	Extend selection one line up	Shift + Up Arrow key	Shift + Up Arrow key	Extend Selection Shortcuts
106	Extend selection one line down	Shift + Down Arrow key	Shift + Down Arrow key	Extend Selection Shortcuts
107	Extend selection one screen up	Shift + Page Up key	Shift + Page Up key	Extend Selection Shortcuts
108	Extend selection one screen down	Shift + Page Down key	Shift + Page Down key	Extend Selection Shortcuts
109	Extend selection to the beginning of the document	Command + Shift + Home key	Ctrl + Shift + Home key	Extend Selection Shortcuts
110	Extend selection to end of the document	Command + Shift + End key	Ctrl + Shift + End key	Extend Selection Shortcuts
111	Extend selection to the beginning of the visible window	Command + Option + Shift + Page Up key	Ctrl + Alt + Shift + Page Up key	Extend Selection Shortcuts
112	Extend selection to end of the visible window	Command + Option + Shift + Page Down key	Ctrl + Alt + Shift + Page Down key	Extend Selection Shortcuts
113	Delete one character to the right	Delete	Delete	Extend Selection Shortcuts
114	Delete one character to the left	Backspace	Backspace	Extend Selection Shortcuts
115	Delete one word to the right	Command + Delete	Ctrl + Delete	Extend Selection Shortcuts
116	Delete one word to the left	Command + Backspace	Ctrl + Backspace	Extend Selection Shortcuts
117	Turn extend mode on	F8	F8	Extend Selection Shortcuts
118	Reduce the size of a selection in extend mode	Shift + F8	Shift + F8	Extend Selection Shortcuts
119	Select a vertical block of text in extend mode	Command + Shift + F8	Ctrl + Shift + F8	Extend Selection Shortcuts
120	Turn to extend mode off	Esc	Esc	Extend Selection Shortcuts
121	Merge a document	Option + Shift + N	Alt + Shift + N	Others Shortcuts
122	Insert a merge field	Option + Shift + F	Alt + Shift + F	Others Shortcuts
123	Edit a mail merge document	Option + Shift + E	Alt + Shift + E	Others Shortcuts
124	Preview a mail merge	Option + Shift + K	Alt + Shift + K	Others Shortcuts
125	Print the merged document	Option + Shift + M	Alt + Shift + M	Others Shortcuts
126	Insert a comment	Command + Option + M	Ctrl + Alt + M	Others Shortcuts
127	Choose the spelling command	F7	F7	Others Shortcuts
128	Display the selection	Option + F10	Alt + F10	Others Shortcuts
129	Turn change tracking on and off	Command + Shift + E	Ctrl + Shift + E	Others Shortcuts
130	Open the word counting dialog box	Command + Shift + G	Ctrl + Shift + G	Others Shortcuts

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