



Zoho Writer Shortcuts for Windows & Mac

No.	Action	Mac Shortcuts	Windows Shortcuts	Section
1	To Create New Document	Command + N	Ctrl + N	Most used Zoho Writer Shortcuts
2	To Save Document	Command + S	Ctrl + S	Most used Zoho Writer Shortcuts
3	Save as	Command + Option + S	Ctrl + Alt + S	Most used Zoho Writer Shortcuts
4	Open Left Panel	Command + Option + O	Ctrl + Alt + O	Most used Zoho Writer Shortcuts
5	Select Whole Document Content	Command + A	Ctrl + A	Most used Zoho Writer Shortcuts
6	Copy	Command + C	Ctrl + C	Most used Zoho Writer Shortcuts
7	Paste	Command + V	Ctrl + V	Most used Zoho Writer Shortcuts
8	Cut	Command + X	Ctrl + X	Most used Zoho Writer Shortcuts
9	Delete one character to the left	Backspace	Backspace	Most used Zoho Writer Shortcuts
10	Delete one character to the right	Delete	Delete	Most used Zoho Writer Shortcuts
11	Redo Last Action	Command + Y	Ctrl + Y	Most used Zoho Writer Shortcuts
12	Undo Last Action	Command + Z	Ctrl + Z	Most used Zoho Writer Shortcuts
13	Move to the end of document	Command + End	Ctrl + End	Most used Zoho Writer Shortcuts
14	To give page break in document	Command + Return	Ctrl + Enter	Most used Zoho Writer Shortcuts
15	Go to Beginning of line from the current cursor position	Home	Home	Navigation Shortcuts
16	Go to End of line from the current cursor position	End	End	Navigation Shortcuts
17	Move to the top of document	Command + Home	Ctrl + Home	Navigation Shortcuts
18	Move to the end of document	Command + End	Ctrl + End	Navigation Shortcuts
19	Up One Screen	Page Up key	Page Up key	Navigation Shortcuts
20	Down One Screen	Page Down key	Page Down key	Navigation Shortcuts
21	Apply Heading 1	Command + Option + 1	Ctrl + Alt + 1	Format Shortcuts
22	Apply Heading 2	Command + Option + 2	Ctrl + Alt + 2	Format Shortcuts
23	Apply Heading 3	Command + Option + 3	Ctrl + Alt + 3	Format Shortcuts
24	Apply Heading 4	Command + Option + 4	Ctrl + Alt + 4	Format Shortcuts
25	Apply Heading 5	Command + Option + 5	Ctrl + Alt + 5	Format Shortcuts
26	Apply Heading 6	Command + Option + 6	Ctrl + Alt + 6	Format Shortcuts
27	Subscript	Command + Option + B	Ctrl + Alt + B	Format Shortcuts
28	Superscript	Command + Option + P	Ctrl + Alt + P	Format Shortcuts
29	Left	Command + L	Ctrl + L	Format Shortcuts
30	Center	Command + E	Ctrl + E	Format Shortcuts
31	Right	Command + R	Ctrl + R	Format Shortcuts
32	Justify	Command + J	Ctrl + J	Format Shortcuts
33	Bold the Text	Command + B	Ctrl + B	Format Shortcuts
34	Italic the Text	Command + I	Ctrl + I	Format Shortcuts
35	Underline the Text	Command + U	Ctrl + U	Format Shortcuts
36	Apply Normal Text	Command + Option + 0	Ctrl + Alt + 0	Format Shortcuts
37	Select text from the end of line to beginning of line	Shift + Home	Shift + Home	Format Shortcuts
38	Select text from the beginning of line to end of line	Shift + End	Shift + End	Format Shortcuts
39	Create Hyperlink	Command + K	Ctrl + K	Format Shortcuts
40	Give Page Break in document	Command + Return	Ctrl + Enter	Format Shortcuts
41	Insert Equations	Command + Q	Ctrl + Q	Format Shortcuts
42	Create Endnote or Footnote in Document	Command + Option + D	Ctrl + Alt + D	Format Shortcuts
43	Create Comment	Command + Option + M	Ctrl + Alt + M	Format Shortcuts
44	Find and Replace	Command + F	Ctrl + F	Format Shortcuts
45	Find Word Count of document	Command + Shift + C	Ctrl + Shift + C	Format Shortcuts
46	Use Thesaurus	Shift + F7	Shift + F7	Format Shortcuts

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