



Kingsoft Writer Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	Copy	Ctrl + C	Editing Shortcuts
2	Paste	Ctrl + V	Editing Shortcuts
3	Cut	Ctrl + X	Editing Shortcuts
4	Bold	Ctrl + B	Editing Shortcuts
5	Italic	Ctrl + I	Editing Shortcuts
6	Underline	Ctrl + U	Editing Shortcuts
7	Align Center	Ctrl + E	Editing Shortcuts
8	Align Right	Ctrl + R	Editing Shortcuts
9	Align Left	Ctrl + L	Editing Shortcuts
10	Justify	Ctrl + J	Editing Shortcuts
11	Insert Page Break	Ctrl + Enter	Editing Shortcuts
12	Insert New Blank Field	Ctrl + F9	Editing Shortcuts
13	Insert Manual Break	Shift + Enter	Editing Shortcuts
14	Zoom in Font	Ctrl + Shift + ,	Editing Shortcuts
15	Zoom out Font	Ctrl + Shift + .	Editing Shortcuts
16	Changes Field to Text	Ctrl + Shift + F9	Editing Shortcuts
17	Align Selected Text as Distributed	Ctrl + Shift + J	Editing Shortcuts
18	Change All Field Text	Alt + F9	Editing Shortcuts
19	Decrease Indent Level of Paragraph	Alt + Shift + Left Arrow key	Editing Shortcuts
20	Increase Indent Level of Paragraph	Alt + Shift + Right Arrow key	Editing Shortcuts
21	Changes Select Text to SubScript	Ctrl + =	Editing Shortcuts
22	Change Select Text to SuperScript	Ctrl + Shift + =	Editing Shortcuts
23	Collapse Selected Items	Alt + Shift + -	Editing Shortcuts
24	Expand Selected Items	Alt + Shift + =	Editing Shortcuts
25	Moves Selected Item Down with in Outline	Alt + Shift + Down Arrow key	Editing Shortcuts
26	Moves Selected Item Up with in Outline	Alt + Shift + Up Arrow key	Editing Shortcuts
27	Split Table by Column	Shift + Alt + Enter	Editing Shortcuts
28	Split Table by Row	Shift + Ctrl + Enter	Editing Shortcuts
29	Enter Insert Mode	Insert	Editing Shortcuts
30	Update Field Code	F9	Editing Shortcuts
31	Change Text Field to Code Field	Shift + F9	Editing Shortcuts
32	Pops Word Count dialog	Ctrl + Shift + G	Editing Shortcuts
33	Close Window	Ctrl + W	Editing Shortcuts
34	Help	F1	Editing Shortcuts
35	Go to beginning of Document	Ctrl + Home	Navigation Shortcuts
36	Go to End of Document	Ctrl + Tab	Navigation Shortcuts
37	Go to Beginning of Line	Home	Navigation Shortcuts
38	Go to End of Line	End	Navigation Shortcuts
39	Switch to Next Document Tab	Ctrl + Tab	Navigation Shortcuts
40	Switch to Previous Document Tab	Ctrl + Shift + Tab	Navigation Shortcuts
41	Display MS Visual Basic Editor	Alt + F11	Display Object & Dialog Box Shortcuts
42	Display Macro Dialog	Alt + F8	Display Object & Dialog Box Shortcuts
43	Display Level 1..9 Under Outline View	Alt + Shift + 1...9	Display Object & Dialog Box Shortcuts
44	Display Font Dialog Box	Ctrl + D	Display Object & Dialog Box Shortcuts
45	Display Find Dialog Box	Ctrl + F	Display Object & Dialog Box Shortcuts
46	Display Go to Dialog Box	Ctrl + G	Display Object & Dialog Box Shortcuts
47	Replace	Ctrl + H	Display Object & Dialog Box Shortcuts
48	Print Dialog Box	Ctrl + P	Display Object & Dialog Box Shortcuts
49	Display Hyperlink Dialog Box	Ctrl + K	Display Object & Dialog Box Shortcuts
50	Diaplay Save As Dialog Box	F12	Display Object & Dialog Box Shortcuts
51	Spelling Check Dialog Box	F7	Display Object & Dialog Box Shortcuts

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