



## Sway Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	Copy	Ctrl + C	Most used Sway Shortcuts
2	Cut	Ctrl + X	Most used Sway Shortcuts
3	Paste	Ctrl + V	Most used Sway Shortcuts
4	Undo	Ctrl + Z	Most used Sway Shortcuts
5	Redo	Ctrl + Y	Most used Sway Shortcuts
6	Delete the selected card and all of its contents	Delete	Most used Sway Shortcuts
7	Switch to accessibility view	Alt + Shift + V	Most used Sway Shortcuts
8	Turn preview on or off	Alt + Shift + P	Most used Sway Shortcuts
9	Share the current Sway	Alt + Shift + S	Most used Sway Shortcuts
10	Cancel the current action, remove the current selection, or exit Play mode	Esc	Most used Sway Shortcuts
11	Apply emphasis to text	Ctrl + B	Text Formatting Shortcuts
12	Apply accentuation to text	Ctrl + I	Text Formatting Shortcuts
13	Apply a heading style to text	Ctrl + Alt + 1	Text Formatting Shortcuts
14	Start or continue a bulleted list	Ctrl + .	Text Formatting Shortcuts
15	Start or continue a numbered list	Ctrl + /	Text Formatting Shortcuts
16	Add or edit a hyperlink	Ctrl + K	Text Formatting Shortcuts
17	Group all cards in a Card Selection	Ctrl + G	Text Formatting Shortcuts
18	Ungroup all cards in a Card Selection	Ctrl + Shift + G	Text Formatting Shortcuts
19	Extend the selection by a character to the left	Shift + Left Arrow key	Text Selection and Navigation Shortcuts
20	Extend the selection by a character to the right	Shift + Right Arrow key	Text Selection and Navigation Shortcuts
21	Extend the selection by a word to the left	Ctrl + Shift + Left Arrow key	Text Selection and Navigation Shortcuts
22	Extend the selection by a word to the right	Ctrl + Shift + Right Arrow key	Text Selection and Navigation Shortcuts
23	Extend the selection by a line upwards	Shift + Up Arrow key	Text Selection and Navigation Shortcuts
24	Extend the selection by a line downwards	Shift + Down Arrow key	Text Selection and Navigation Shortcuts
25	Extend the selection by a paragraph upwards	Ctrl + Shift + Up Arrow key	Text Selection and Navigation Shortcuts
26	Extend the selection by a paragraph downwards	Ctrl + Shift + Down Arrow key	Text Selection and Navigation Shortcuts
27	Go to the previous character	Left Arrow key	Text Selection and Navigation Shortcuts
28	Go to the next character	Right Arrow key	Text Selection and Navigation Shortcuts
29	Go to the previous word	Ctrl + Left Arrow key	Text Selection and Navigation Shortcuts
30	Go to the next word	Ctrl + Right Arrow key	Text Selection and Navigation Shortcuts
31	Go to the previous line	Up Arrow key	Text Selection and Navigation Shortcuts
32	Go to the next line	Down Arrow key	Text Selection and Navigation Shortcuts
33	Go to the previous paragraph	Ctrl + Up Arrow key	Text Selection and Navigation Shortcuts
34	Go to the next paragraph	Ctrl + Down Arrow key	Text Selection and Navigation Shortcuts
35	Move between task pane, Storyline, toolbar, etc.	Ctrl + F6	Main Navigation Shortcuts
36	Open the Insert pane	Alt + Shift + I	Main Navigation Shortcuts
37	Open the Cards pane	Alt + Shift + C	Main Navigation Shortcuts
38	Open the Design pane	Alt + Shift + G	Main Navigation Shortcuts
39	Open the Navigation pane	Alt + Shift + N	Main Navigation Shortcuts
40	Slide left by chunk	Left Arrow key	Group Shortcuts
41	Slide right by chunk	Right Arrow key	Group Shortcuts
42	Slide left by pixel	Alt + Left Arrow key	Group Shortcuts
43	Slide right by pixel	Alt + Right Arrow key	Group Shortcuts
44	Snap left	Ctrl + Left Arrow key	Group Shortcuts
45	Snap right	Ctrl + Right Arrow key	Group Shortcuts
46	Go to the previous image	Left Arrow key	Group Shortcuts
47	Go to the next image	Right Arrow key	Group Shortcuts
48	Select the current Card	Spacebar	Card Interaction Shortcuts
49	Move focus to the next Card	Down Arrow key	Card Interaction Shortcuts
50	Move focus to the previous Card	Up Arrow key	Card Interaction Shortcuts
51	Expand the selected Group or Section	Right Arrow key	Card Interaction Shortcuts
52	Collapse the selected Group or Section	Left Arrow key	Card Interaction Shortcuts
53	Move the current Card up in the Storyline	Alt + Shift + Up Arrow key	Card Interaction Shortcuts
54	Move the current Card down in the Storyline	Alt + Shift + Down Arrow key	Card Interaction Shortcuts
55	Group all cards in a Card selection	Ctrl + G	Card Interaction Shortcuts
56	Ungroup all cards in a Card selection	Ctrl + Shift + G	Card Interaction Shortcuts

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