



WPS Writer Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	New blank file	Ctrl + N	Most used WPS Writer Shortcuts
2	Open file	Ctrl + O	Most used WPS Writer Shortcuts
3	Print	Ctrl + P	Most used WPS Writer Shortcuts
4	Save file	Ctrl + S	Most used WPS Writer Shortcuts
5	Save as	F12	Most used WPS Writer Shortcuts
6	Track changes	Ctrl + Shift + E	Most used WPS Writer Shortcuts
7	Unlock field	Ctrl + Shift + F11	Most used WPS Writer Shortcuts
8	Field to text	Ctrl + Shift + F9	Most used WPS Writer Shortcuts
9	Word count	Ctrl + Shift + G	Most used WPS Writer Shortcuts
10	Activate previous sub window	Ctrl + Shift + Tab	Most used WPS Writer Shortcuts
11	Activate next sub window	Ctrl + Tab	Most used WPS Writer Shortcuts
12	Grow zoom	Ctrl + +	Most used WPS Writer Shortcuts
13	Shrink zoom	Ctrl + -	Most used WPS Writer Shortcuts
14	Help	F1	Most used WPS Writer Shortcuts
15	Translation	F6	Most used WPS Writer Shortcuts
16	Check spelling	F7	Most used WPS Writer Shortcuts
17	Update field	F9	Most used WPS Writer Shortcuts
18	Visual Basic Editor	Alt + F11	Most used WPS Writer Shortcuts
19	Run macro	Alt + F8	Most used WPS Writer Shortcuts
20	View field codes	Alt + F9	Most used WPS Writer Shortcuts
21	Task pane	Ctrl + F1	Most used WPS Writer Shortcuts
22	Lock field	Ctrl + F11	Most used WPS Writer Shortcuts
23	Select all	Ctrl + A	Edit Shortcuts
24	Cut	Ctrl + X	Edit Shortcuts
25	Copy	Ctrl + C	Edit Shortcuts
26	Paste	Ctrl + V	Edit Shortcuts
27	Redo	Ctrl + Y	Edit Shortcuts
28	Undo	Ctrl + Z	Edit Shortcuts
29	Find	Ctrl + F	Edit Shortcuts
30	Go to	Ctrl + G	Edit Shortcuts
31	Replace	Ctrl + H	Edit Shortcuts
32	Font	Ctrl + D	Format Shortcuts
33	Bold	Ctrl + B	Format Shortcuts
34	Italic	Ctrl + I	Format Shortcuts
35	Underline	Ctrl + U	Format Shortcuts
36	Subscript	Ctrl + =	Format Shortcuts
37	Superscript	Ctrl + Shift + =	Format Shortcuts
38	Shrink font	Ctrl + [Format Shortcuts
39	Grow font	Ctrl +]	Format Shortcuts
40	Format align left	Ctrl + L	Format Shortcuts
41	Format align right	Ctrl + R	Format Shortcuts
42	Format align center	Ctrl + E	Format Shortcuts
43	Format align justify	Ctrl + J	Format Shortcuts
44	Format align distributed	Ctrl + Shift + J	Format Shortcuts
45	Show level on outlining 1	Alt + Shift + 1	Outlining Shortcuts
46	Show level on outlining 2	Alt + Shift + 2	Outlining Shortcuts
47	Show level on outlining 3	Alt + Shift + 3	Outlining Shortcuts
48	Show level on outlining 4	Alt + Shift + 4	Outlining Shortcuts
49	Show level on outlining 5	Alt + Shift + 5	Outlining Shortcuts
50	Show level on outlining 6	Alt + Shift + 6	Outlining Shortcuts
51	Show level on outlining 7	Alt + Shift + 7	Outlining Shortcuts
52	Show level on outlining 8	Alt + Shift + 8	Outlining Shortcuts
53	Show level on outlining 9	Alt + Shift + 9	Outlining Shortcuts
54	Show level on outlining all	Alt + Shift + A	Outlining Shortcuts
55	Promote on outlining	Ctrl + Alt + Left Arrow key	Outlining Shortcuts
56	Demote on outlining	Ctrl + Alt + Right Arrow key	Outlining Shortcuts
57	Demote to lowest level on outlining	Ctrl + Shift + N	Outlining Shortcuts
58	Insert page break	Ctrl + Enter	Insert Shortcuts
59	Insert blank field	Ctrl + F9	Insert Shortcuts
60	Insert hyperlink	Ctrl + K	Insert Shortcuts