Contents hide

1 MS Word Shortcut Keys – macOS
2 MS Word Shortcut Keys download pdf for mac users

MS Word Shortcut Keys – macOS

MS Word is software in MS office powered by Microsoft Office.

1. **⌘+Z or Ctrl+Z** – Undo the last action
2. **⌘+X or Ctrl+X** – Cut selected text or graphics
3. **⌘+C or Ctrl+C** – Copy selected text or graphics to the Clipboard
4. **⌘+V or Ctrl+V** – Paste the Clipboard contents
5. **Option+ ⌘+G** – Choose the Go To command (Edit menu)
6. **Option+ ⌘+L** – Open the Spelling and Grammar dialog box
7. **F8** – Extend a selection
8. **⌘+` (Grave accent)** – Go to the next window
9. **⌘+Shift+S** – Choose the Save As command (File menu).
10. **Shift+F2** – Copy selected text
11. **Shift+F3** – Change letters to uppercase, lowercase, or mixed case
12. **Ctrl+F for Find; Ctrl+H for Find and Replace** – Find or Find and Replace
13. **⌘+P or Ctrl+P** – Print a document
14. **Shift+F5** – Move to the previous insertion point
15. **⌘+Shift+` (Grave accent)** – Go to the previous window
16. **Shift+F7** – Open the Thesaurus pane
17. **Shift+F8** – Shrink a selection
18. **Shift+F9** – Switch between a field code and its result
19. **⌘+F3** – Cut the selection to the Spike
20. **⌘+F4** – Close the window
21. **Option+⌘+R** – Expand or minimize the ribbon
22. **⌘+Shift+F5** – Edit a bookmark
23. **Option+F7** – Find the next misspelling or grammatical error. The Check spelling as you type check box must be selected (Word menu, Preferences command, Spelling and Grammar).
24. **⌘+Shift+L** – Look up selected text on the Internet
25. **Move the cursor** – Some Windows keyboard shortcuts conflict with the corresponding default Mac OS keyboard shortcuts. To use these shortcuts, you may have to change your Mac keyboard settings to change the Show Desktop shortcut for the key.
26. **Arrow Left** – Move one character to the left

27. **Arrow Right** – Move one character to the right
28. **Option+Arrow Left** – Move one word to the left
29. **Option+Arrow Right** – Move one word to the right
30. **⌘+Arrow Up** – Move one paragraph up
31. **⌘+Arrow Down** – Move one paragraph down
32. **Shift+Tab** – Move one cell to the left (in a table)
33. **Tab** – Move one cell to the right (in a table)
34. **Arrow Up** – Move up one line
35. **Arrow Down** – Move down one line
36. **⌘+Arrow Right or End** – Move to the end of a line
37. **⌘+Arrow Left or Home** – Move to the beginning of a line
38. **Page Up** – Move up one screen (scrolling)
39. **Page Down** – Move down one screen (scrolling)
40. **⌘+Page Down** – Move to the top of the next page
41. **⌘+Page Up** – Move to the top of the previous page
42. **⌘+End; On a MacBook keyboard: ⌘+FN+Arrow Right** – To the end of a document
43. **⌘+Home; On a MacBook keyboard: ⌘+FN+Arrow Left** – To the beginning of a document
44. **Shift+F5** – To the previous insertion point
45. **Select the first item that you want, hold down ⌘ , and then select any additional items.** – Select multiple items not next to each other
46. **Shift+Arrow Right** – Select one character to the right
47. **Shift+Arrow Left** – Select one character to the left
48. **Shift+Option+Arrow Right** – Select one word to the right
49. **Shift+Option+Arrow Left** – Select one word to the left
50. **⌘+Shift+Arrow Right or Shift+End** – Select to the end of a line
51. **⌘+Shift+Arrow Left or Shift+Home** – Select to the beginning of a line
52. **Shift+Arrow Down** – Select one line down
53. **Shift+Arrow Up** – Select one line up
54. **⌘+Shift+Arrow Down** – Select to the end of a paragraph
55. **⌘+Shift+Arrow Up** – Select to the beginning of a paragraph
56. **Shift+Page Down** – Select one screen down
57. **Shift+Page Up** – Select one screen up
58. **⌘+Shift+Home** – Select to the beginning of a document
59. **⌘+Shift+End** – Select to the end of a document
60. **Option+⌘+Shift+Page Down** – Select to the end of a window
61. **⌘+A** – Select to select the entire document

62. **⌘+Shift+F8 , and then use the arrow keys; press Esc to cancel selection mode.** – Select to a vertical block of text
63. **F8 , and then use the arrow keys; press Esc to cancel selection mode.** – Select to a specific location in a document
64. **Tab** – Select the next cell's contents
65. **Shift+Tab** – Select the preceding cell's contents
66. **Hold down Shift and press an arrow key repeatedly.** – Extend a selection to adjacent cells
67. **Click in the column's top orbottom cell. Hold down Shift and press the Arrow Up or Arrow Down key repeatedly.** – Select a column
68. **⌘+Shift+F8 , and then use the arrow keys; press Esc to cancel selection mode.** – Extend a selection (or block)
69. **Shift+F8** – Reduce the selection size
70. **Select the first item that you want, hold down ⌘ , and then select any additional items.** – Select multiple cells, columns, or rows that are not next to each other
71. **F8** – Turn on extend mode
72. **F8, Arrow Left** – Select the nearest character to the left
73. **F8, Arrow Right** – Select the nearest character to the right
74. **Press F8 repeatedly to expand the selection to the entire word, sentence, paragraph, section, and document.** – Expand a selection
75. **Shift+F8** – Reduce the size of a selection
76. **Esc** – Turn off extend mode
77. **⌘+C or F3** – Copy text or graphics
78. **⌘+Shift+C** – Copy a style
79. **⌘+Shift+V** – Paste a style
80. **Ctrl+Option+C** – Copy text or graphics to the Scrapbook
81. **⌘+X or F2** – Cut selected text to the clipboard
82. **⌘+X or F2 (then move the cursor and press ⌘+V or F4)** – Move text or graphics
83. **Option+F3** – Create AutoText
84. **⌘+Option+Shift+V** – Insert AutoText
85. **⌘+V or F4** – Paste the Clipboard contents
86. **⌘+Ctrl+V** – Paste special
87. **⌘+Option+Shift+V** – Paste and match the formatting of the surrounding text
88. **⌘+Shift+F3** – Paste the Spike contents
89. **Delete** – Delete one character to the left
90. **⌘+Delete** – Delete one word to the left

91. ⌘ **or Clear** – Delete one character to the right
92. ⌘+⌘ – Delete one word to the right
93. ⌘**+X or F2** – Cut selected text to the Clipboard
94. ⌘**+Z** – Undo the last action
95. ⌘**+Y** – Redo the last action
96. ⌘**+F3** – Cut to the Spike
97. ⌘**+E** – Center a paragraph
98. ⌘**+J** – Justify a paragraph
99. ⌘**+L** – Left-align a paragraph
100. ⌘**+R** – Right-align a paragraph
101. **Ctrl+Shift+M** – Indent a paragraph from the left
102. ⌘**+Shift+M** – Remove a paragraph indent from the left
103. ⌘**+T** – Create a hanging indent
104. ⌘**+Shift+T** – Remove a hanging indent
105. ⌘**+Option+K** – Start AutoFormat
106. ⌘**+Shift+N** – Apply the Normal style
107. ⌘**+Option+1** – Apply the Heading 1 style
108. ⌘**+Option+2** – Apply the Heading 2 style
109. ⌘**+Option+3** – Apply the Heading 3 style
110. ⌘**+Shift+L** – Apply the List style when the cursor is at the beginning of a line
111. **Option+Spacebar** – Insert a nonbreaking space
112. ⌘**+1** – Set lines as single-spaced
113. ⌘**+2** – Set lines as double-spaced
114. ⌘**+5** – Set lines as 1.5-line spacing
115. ⌘**+0 (zero)** – Add or remove one line of space directly preceding a paragraph
116. ⌘**+Shift+F** – Change the font
117. ⌘**+Shift+>** – Increase the font size
118. ⌘**+Shift+<** – Decrease the font size
119. ⌘**+** – Increase the font size by 1 point
120. ⌘**+** – Decrease the font size by 1 point
121. ⌘**+D** – Change the formatting of characters (Font command, Format menu)
122. **Shift+F3** – Change the case of letters
123. ⌘**+Shift+A** – Format in all capital letters
124. ⌘**+B** – Apply bold formatting
125. ⌘**+U** – Apply an underline
126. ⌘**+Shift+W** – Underline words but not spaces
127. ⌘**+Shift+D** – Double-underline text
128. ⌘**+I** – Apply italic formatting

129. **⌘+Shift+K** – Format in all small capital letters
130. **⌘+= (Equal sign)** – Apply subscript formatting (automatic spacing)
131. **⌘+Shift++ (Plus sign)** – Apply superscript formatting (automatic spacing)
132. **⌘+Shift+X** – Apply strike-through formatting
133. **⌘+F9** – Insert an empty field
134. **Shift+Return** – Insert a line break
135. **⌘+Enter** – Insert a page break
136. **⌘+Shift+Return** – Insert a column break
137. **⌘+Shift+- (Hyphen)** – Insert a nonbreaking hyphen
138. **Option+G** – Insert the copyright symbol
139. **Option+R** – Insert the registered trademark symbol
140. **Option+2** – Insert the trademark symbol
141. **Option+; (Semicolon)** – Insert an ellipsis
142. **Ctrl+Shift+D** – Insert a DATE field
143. **⌘+Option+Shift+L** – Insert a LISTNUM field
144. **Ctrl+Shift+P** – Insert a PAGE field
145. **Ctrl+Shift+T** – Insert a TIME field
146. **⌘+F9** – Insert an empty field
147. **F9** – Update selected fields
148. **⌘+Shift+F9** – Unlink a field
149. **Shift+F9** – Switch between a field code and its result
150. **Option+F9** – Switch between all field codes and their results
151. **Option+Shift+F9** – Run GOTOBUTTON or MACROBUTTON from the field that displays the field results
152. **F11** – Go to the next field
153. **Shift+F11** – Go to the previous field
154. **⌘+F11** – Lock a field
155. **⌘+Shift+F11** – Unlock a field
156. **Ctrl+Shift+Arrow Left** – Promote a paragraph
157. **Ctrl+Shift+Arrow Right** – Demote a paragraph
158. **⌘+Shift+N** – Demote to body text
159. **Ctrl+Shift+Arrow Up** – Move selected paragraphs up
160. **Ctrl+Shift+Arrow Down** – Move selected paragraphs down
161. **Ctrl+Shift++ (Plus sign)** – Expand text under a heading
162. **Ctrl+Shift+- (Minus sign)** – Collapse text under a heading
163. **Ctrl+Shift+A** – Expand all body text and headings or collapse all body text
164. **Ctrl+Shift+L** – Show the first line of body text or all body text
165. **Ctrl+Shift +** – Show all headings with the specified heading level

166. ⌘+**Option+A** – Insert a comment
167. ⌘+**Shift+E** – Turn track changes on or off
168. **Home** – Go to the beginning of a comment
169. **End (The End key is not available on all keyboards)** – Go to the end of a comment
170. ⌘+**Home** – Go to the beginning of the list of comments when in the Reviewing Pane
171. ⌘+**End** – Go to the end of the list of comments when in the Reviewing Pane
172. ⌘+**P** – Print a document
173. **Tab (If the cursor is in the last cell of a table, pressing Tabadds a new row)** – Move to the next cell
174. **Shift+Tab** – Move to the preceding cell
175. **Arrow Up or Arrow Down** – Move to the preceding or next row
176. **Ctrl+Home** – Move to the first cell in the row
177. **Ctrl+End** – Move to the last cell in the row
178. **Ctrl+Page Up** – Move to the first cell in the column
179. **Ctrl+Page Down** – Move to the last cell in the column
180. **Return** – Start a new paragraph
181. **Tab at the end of the last row.** – Add a new row at the bottom of the table
182. **Return at the beginning of the first cell** – Add text before a table at the beginning of a document
183. ⌘+**Ctrl+I** – Insert a row
184. **Shift** – Move a single column line; Retain table width.
185. ⌘+**Shift** – Equally resize all columns to the right; Retain table width.
186. ⌘ – Proportionally resize all columns to the right; Retain table width.
187. **Shift** – Retain column sizes to the right; Change table width.
188. ⌘+**Shift** – Equally resize all columns to the right; Retain table width.
189. ⌘ – Proportionally resize all columns to the right; Retain table width.
190. **Return** – Insert a new paragraph in a cell
191. **Option+Tab** – Insert a Tab character in a cell
192. ⌘+**Option+F** – Insert a footnote
193. ⌘+**Option+E** – Insert an endnote
194. **Ctrl+** ⌘+**Arrow Left** – Paragraph direction to right to left
195. **Ctrl+** ⌘+**Arrow Right** – Paragraph direction to left to right
196. – Word 2016 for Mac uses the function keys for common commands, including Copy and Paste. For quick access to these shortcuts, you can change your Apple system preferences so you don’t have to press the Fn key every time you use a function key shortcut.
197. **F1** – Undo the last action

198. **F2** – Cut selected text or graphics
199. **F3** – Copy selected text or graphics to the clipboard
200. **F4** – Paste the Clipboard contents
201. **F5** – Choose the Go To command (Edit menu)
202. **F7** – Open the Spelling and Grammar dialog box
203. **F8** – Extend a selection
204. **F9** – Update selected fields.
205. **⌘+F6** – Go to the next window
206. **Shift+F2** – Copy selected text
207. **Shift+F3** – Change letters to uppercase, lowercase, or mixed case
208. **Shift+F4 or ⌘+Shift+F4** – Repeat a Find or Go To action
209. **Shift+F5** – Move to the previous insertion point
210. **Shift+F7** – Open the Thesaurus pane
211. **Shift+F8** – Shrink a selection
212. **Shift+F9** – Switch between a field code and its result.
213. **Shift+F11** – Go to the previous field
214. **⌘+F3** – Cut the selection to the Spike
215. **⌘+F4** – Close the window
216. **⌘+F6** – Go to the next window
217. **⌘+F9** – Insert an empty field
218. **⌘+F11** – Lock a field
219. **⌘+Shift+F3** – Insert the contents of the Spike
220. **⌘+Shift+F5** – Edit a bookmark
221. **⌘+Shift+F7** – Update linked information in a Word source document
222. **⌘+Shift+F8+ Arrow Key** – Extend a selection as a block selection
223. **⌘+Shift+F9** – Unlink a field
224. **⌘+Shift+F11** – Unlock a field
225. **Option+F3** – Create an AutoText entry
226. **Option+F7** – Find the next misspelling or grammatical error
227. **Option+F8** – Run a macro
228. **Option+F9** – Switch between all field codes and their results
229. **⌘+Shift+L** – Look up selected text on the Internet
230. **Option+Shift+F9** – Run GOTOBUTTON or MACROBUTTON from the field that displays the field results

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