



Tips and tools
FOR THE WRITING WORLD

Best Microsoft Word Shortcuts for Writers—and Editors

These keystroke combos save you time—and save your wrist from having to mouse up to the ribbon and make multiple clicks.

Here's a list of our favorite shortcuts, including lesser-known ones that can turbocharge your efficiency.

| ACTION | PC SHORTCUT | MAC SHORTCUT |
|---|------------------------------------|------------------------------------|
| SELECT AND MOVE TEXT | | |
| Select all | CTRL + A | CMD + A |
| Toggle between selecting word, sentence, paragraph, and all | F8 | F8 |
| Select word to the right of the cursor | CTRL + Shift + → | OPT + SHFT + → |
| Select word to the left of the cursor | CTRL + Shift + ← | CMD + SHFT + ← |
| Select paragraph above the cursor | CTRL + Shift + ↑ | CMD + SHFT + ↑ |
| Select paragraph below the cursor | CTRL + Shift + ↓ | CMD + SHFT + ↓ |
| Copy | CTRL + C | CMD + C |
| Cut | CTRL + X | CMD + X |
| Paste | CTRL + V | CMD + V |
| Spike text (i.e., cut multiple chunks of text and save them all on the clipboard) | CTRL + F3 | |
| Paste spiked text | CTRL + Shift + F3 | |
| JUSTIFY THINGS | | |
| Left justify text | CTRL + L | CMD + L |
| Right justify text | CTRL + R | CMD + R |
| Center text | CTRL + E | CMD + E |
| Bulletize text | CTRL + Shift + L | CMD + SHFT + L |
| INSERT COOL THINGS | | |
| Insert em dash | CTRL + ALT + (minus on number pad) | OPT + SHFT + (minus on number pad) |



| ACTION | PC SHORTCUT | MAC SHORTCUT |
|--|------------------------------|-----------------------------|
| Insert en dash | CTRL + (minus on number pad) | CMD + (minus on number pad) |
| Insert a comment | Right-click + New comment | |
| Insert a link | Right-click + Link | |
| Insert non-breaking hyphen | | CMD + SHFT + - |
| INSERT BREAKS | | |
| Insert page break | • CTRL + Enter | • CMD + Enter |
| Insert manual line break | • Shift + Enter | • SHFT + Enter |
| INSERT NONBREAKING SPACE | CTRL + Shift + Enter | CMD + SHFT + Enter |
| FORMAT THINGS | | |
| Toggle between all caps, lowercase, and initial caps | Shift + F3 | |
| Boldface | CTRL + B | CMD + B |
| Italicize | CTRL + I | CMD + I |
| Underline | CTRL + U | CMD + U |
| Superscript | CTRL + Shift + = | CMD + SHFT + = |
| Subscript | CTRL + = | CMD + = |
| Increase font size by two points | CTRL + Shift + > | CMD + SHFT + > |
| Decrease font size by two points | CTRL + Shift + < | CMD + SHFT + < |
| NAVIGATE IN A NIFTY WAY | | |
| Go to the last place you were editing | Shift + F5 | |
| Toggle between the last four places you were editing | ALT + CTRL + Z | |
| Jump one word to the right | CTRL + → | OPT + → |
| Jump one word to the left | CTRL + ← | OPT + ← |
| Jump to the top of the paragraph above | CTRL + ↑ | OPT + ↑ |
| Jump to the top of the paragraph below | CTRL + ↓ | OPT + ↓ |
| Find an item | CTRL + F | CMD + F |
| Find and replace an item | CTRL + H | CMD + H |
| DO THINGS, THEN UNDO THEM! | | |
| Undo | CTRL + Z | CMD + Z |
| Redo | CTRL + Y | CMD + Y |
| Repeat previous action | F4 | |

