



*Tips and tools*  
FOR THE WRITING WORLD

## Best Microsoft Word Shortcuts for Writers and Editors on a Mac

If you've ever used CMD + S to save a file or CMD + B to boldface something, you already know how to use Microsoft Word shortcuts. 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.

### SELECT AND MOVE TEXT

CMD + A	Select all
F8	Toggle between selecting word, sentence, paragraph, and all
OPT + SHFT + →	Select word to the right of the cursor
CMD + SHFT + ←	Select letter/word to the left of the cursor
CMD + SHFT + ↑	Select paragraph above the cursor
CMD + SHFT + ↓	Select paragraph below the cursor
CMD + C	Copy
CMD + X	Cut
CMD + V	Paste

### JUSTIFY THINGS

CMD + L	Left justify text
CMD + R	Right justify text
CMD + E	Center text
CMD + SHFT + L	Bulletize text

### INSERT COOL THINGS

OPT + SHFT + (minus on number pad)	Insert em dash
CMD + (minus on number pad)	Insert en dash
CMD + SHFT + -	insert non-breaking hyphen

### INSERT BREAKS

CMD + Enter	Insert page break
SHFT + Enter	Insert manual line break
CMD + SHFT + Enter	Insert nonbreaking space

### FORMAT THINGS

CMD + B	Boldface
CMD + I	Italicize
CMD + U	Underline
CMD + SHFT +	Superscript
CMD + =	Subscript
CMD + SHFT + >	Increase font size
CMD + SHFT + <	Decrease font size

### NAVIGATE IN A NIFTY WAY

OPT + →	Jump one word to the right
OPT + ←	Jump one word to the left
OPT + ↑	Jump to the top of the paragraph above
OPT + ↓	Jump to the top of the paragraph below
CMD + F	Find an item
CMD + H	Find and replace an item

### DO THINGS, THEN UNDO THEM!

CMD + Z	Undo
CMD + Y	Redo