

# Microsoft Word Keyboard Shortcuts

Mac · Windows · Linux — free printable reference from [linuru.com](https://linuru.com)

## General

| Action                | Mac             | Windows          | Linux            |
|-----------------------|-----------------|------------------|------------------|
| Create new document   | Cmd + N         | Ctrl + N         | Ctrl + N         |
| Open document         | Cmd + O         | Ctrl + O         | Ctrl + O         |
| Save document         | Cmd + S         | Ctrl + S         | Ctrl + S         |
| Save As               | Cmd + Shift + S | F12              | F12              |
| Print document        | Cmd + P         | Ctrl + P         | Ctrl + P         |
| Close document        | Cmd + W         | Ctrl + W         | Ctrl + W         |
| Undo                  | Cmd + Z         | Ctrl + Z         | Ctrl + Z         |
| Redo                  | Cmd + Y         | Ctrl + Y         | Ctrl + Y         |
| Open recent documents | Cmd + Shift + O | Ctrl + Shift + O | Ctrl + Shift + O |
| Close application     | Cmd + Q         | Alt + F4         | Alt + F4         |

## Text Formatting

| Action             | Mac             | Windows          | Linux            |
|--------------------|-----------------|------------------|------------------|
| Bold               | Cmd + B         | Ctrl + B         | Ctrl + B         |
| Italic             | Cmd + I         | Ctrl + I         | Ctrl + I         |
| Underline          | Cmd + U         | Ctrl + U         | Ctrl + U         |
| Strikethrough      | Cmd + Shift + X | Alt + H + 4      | Alt + H + 4      |
| Superscript        | Cmd + Shift + + | Ctrl + Shift + + | Ctrl + Shift + + |
| Subscript          | Cmd + ++        | Ctrl + =         | Ctrl + =         |
| Increase font size | Cmd + Shift + > | Ctrl + Shift + > | Ctrl + Shift + > |
| Decrease font size | Cmd + Shift + < | Ctrl + Shift + < | Ctrl + Shift + < |
| Change case        | Shift + F3      | Shift + F3       | Shift + F3       |
| Clear formatting   | Cmd + Space     | Ctrl + Space     | Ctrl + Space     |
| Open Font dialog   | Cmd + D         | Ctrl + D         | Ctrl + D         |
| Word underline     | Cmd + Shift + W | Ctrl + Shift + W | Ctrl + Shift + W |

## Paragraph Formatting

| Action     | Mac     | Windows  | Linux    |
|------------|---------|----------|----------|
| Align left | Cmd + L | Ctrl + L | Ctrl + L |

| Action                | Mac             | Windows          | Linux            |
|-----------------------|-----------------|------------------|------------------|
| Align center          | Cmd + E         | Ctrl + E         | Ctrl + E         |
| Align right           | Cmd + R         | Ctrl + R         | Ctrl + R         |
| Justify               | Cmd + J         | Ctrl + J         | Ctrl + J         |
| Single line spacing   | Cmd + 1         | Ctrl + 1         | Ctrl + 1         |
| Double line spacing   | Cmd + 2         | Ctrl + 2         | Ctrl + 2         |
| 1.5 line spacing      | Cmd + 5         | Ctrl + 5         | Ctrl + 5         |
| Increase indent       | Cmd + Shift + M | Ctrl + M         | Ctrl + M         |
| Decrease indent       | Cmd + Shift + M | Ctrl + Shift + M | Ctrl + Shift + M |
| Apply bulleted list   | Cmd + Shift + L | Ctrl + Shift + L | Ctrl + Shift + L |
| Apply Heading 1 style | Cmd + Alt + 1   | Ctrl + Alt + 1   | Ctrl + Alt + 1   |
| Apply Heading 2 style | Cmd + Alt + 2   | Ctrl + Alt + 2   | Ctrl + Alt + 2   |

## Navigation

| Action                      | Mac              | Windows      | Linux        |
|-----------------------------|------------------|--------------|--------------|
| Find text                   | Cmd + F          | Ctrl + F     | Ctrl + F     |
| Replace text                | Cmd + H          | Ctrl + H     | Ctrl + H     |
| Go to page                  | Cmd + Alt + G    | Ctrl + G     | Ctrl + G     |
| Go to beginning of document | Cmd + Fn + Left  | Ctrl + Home  | Ctrl + Home  |
| Go to end of document       | Cmd + Fn + Right | Ctrl + End   | Ctrl + End   |
| Move to next word           | Alt + Right      | Ctrl + Right | Ctrl + Right |
| Move to previous word       | Alt + Left       | Ctrl + Left  | Ctrl + Left  |
| Move to next paragraph      | Cmd + Down       | Ctrl + Down  | Ctrl + Down  |
| Move to previous paragraph  | Cmd + Up         | Ctrl + Up    | Ctrl + Up    |
| Open Navigation pane        | Ctrl + F         | Ctrl + F     | Ctrl + F     |
| Find next match             | Cmd + G          | Ctrl + G     | Ctrl + G     |
| Page down                   | Fn + Down        | Page Down    | Page Down    |

## Editing

| Action     | Mac     | Windows  | Linux    |
|------------|---------|----------|----------|
| Select all | Cmd + A | Ctrl + A | Ctrl + A |
| Copy       | Cmd + C | Ctrl + C | Ctrl + C |
| Cut        | Cmd + X | Ctrl + X | Ctrl + X |
| Paste      | Cmd + V | Ctrl + V | Ctrl + V |

| Action                    | Mac               | Windows              | Linux                |
|---------------------------|-------------------|----------------------|----------------------|
| Paste Special             | Cmd + Ctrl + V    | Ctrl + Alt + V       | Ctrl + Alt + V       |
| Paste as plain text       | Cmd + Shift + V   | Ctrl + Shift + V     | Ctrl + Shift + V     |
| Delete word to the left   | Alt + Delete      | Ctrl + Backspace     | Ctrl + Backspace     |
| Delete word to the right  | Fn + Alt + Delete | Ctrl + Delete        | Ctrl + Delete        |
| Insert page break         | Cmd + Return      | Ctrl + Enter         | Ctrl + Enter         |
| Insert line break         | Shift + Return    | Shift + Enter        | Shift + Enter        |
| Insert non-breaking space | Alt + Space       | Ctrl + Shift + Space | Ctrl + Shift + Space |
| Insert hyperlink          | Cmd + K           | Ctrl + K             | Ctrl + K             |

## Tables

| Action                       | Mac              | Windows          | Linux            |
|------------------------------|------------------|------------------|------------------|
| Move to next cell            | Tab              | Tab              | Tab              |
| Move to previous cell        | Shift + Tab      | Shift + Tab      | Shift + Tab      |
| Add new row at bottom        | Tab              | Tab              | Tab              |
| Select table column          | Alt + Click      | Alt + Click      | Alt + Click      |
| Move to first cell in row    | Fn + Left        | Alt + Home       | Alt + Home       |
| Move to last cell in row     | Fn + Right       | Alt + End        | Alt + End        |
| Move to first cell in column | Alt + Fn + Up    | Alt + Page Up    | Alt + Page Up    |
| Move to last cell in column  | Alt + Fn + Down  | Alt + Page Down  | Alt + Page Down  |
| Insert tab character in cell | Ctrl + Alt + Tab | Ctrl + Alt + Tab | Ctrl + Alt + Tab |
| Add new paragraph in cell    | Return           | Enter            | Enter            |

## Review

| Action                  | Mac             | Windows          | Linux            |
|-------------------------|-----------------|------------------|------------------|
| Spell and grammar check | Cmd + Shift + : | F7               | F7               |
| Open Thesaurus          | Cmd + Alt + R   | Shift + F7       | Shift + F7       |
| Toggle Track Changes    | Cmd + Shift + E | Ctrl + Shift + E | Ctrl + Shift + E |
| Insert comment          | Cmd + Alt + A   | Ctrl + Alt + A   | Ctrl + Alt + A   |
| Go to next comment      | Ctrl + Cmd + G  | Alt + R + N      | Alt + R + N      |
| Accept change           | Alt + R + A + A | Alt + R + A + A  | Alt + R + A + A  |
| Reject change           | Alt + R + J     | Alt + R + J      | Alt + R + J      |
| Show markup             | Alt + R + T + D | Alt + R + T + D  | Alt + R + T + D  |
| Word count              | Cmd + Shift + G | Ctrl + Shift + G | Ctrl + Shift + G |

| Action                | Mac            | Windows     | Linux       |
|-----------------------|----------------|-------------|-------------|
| Look up in dictionary | Ctrl + Cmd + D | Alt + R + S | Alt + R + S |

## Ribbon & Views

| Action                    | Mac            | Windows          | Linux            |
|---------------------------|----------------|------------------|------------------|
| Toggle ribbon             | Cmd + Alt + R  | Ctrl + F1        | Ctrl + F1        |
| Zoom in                   | Cmd + +        | Ctrl + +         | Ctrl + +         |
| Zoom out                  | Cmd + -        | Ctrl + -         | Ctrl + -         |
| Print Layout view         | Cmd + Alt + P  | Alt + W + P      | Alt + W + P      |
| Read Mode view            | Cmd + Alt + O  | Alt + W + F      | Alt + W + F      |
| Outline view              | Cmd + Alt + O  | Alt + W + U      | Alt + W + U      |
| Draft view                | Cmd + Alt + N  | Alt + W + E      | Alt + W + E      |
| Full screen mode          | Cmd + Ctrl + F | Alt + V + U      | Alt + V + U      |
| Show/hide paragraph marks | Cmd + 8        | Ctrl + Shift + 8 | Ctrl + Shift + 8 |
| Split window              | Cmd + Alt + S  | Alt + W + S      | Alt + W + S      |