

Helpful PC and Mac Keyboard Shortcuts

TASK	PC	MAC**
Open new Word document	CTRL + N	⌘ + N
Save Word document	CTRL + S	⌘ + S
Copy selected text/graphic	CTRL + C	⌘ + C
Cut selected text/graphic	CTRL + X	⌘ + X
Paste selected text/graphic	CTRL + V	⌘ + V
Print	CTRL + P	⌘ + P
Find a word or phrase	CTRL + F	⌘ + F
Replace text	CTRL + H	⌘ + H
Undo the last action	CTRL + Z	⌘ + Z
Apply bold formatting	CTRL + B	⌘ + B
Apply italic formatting	CTRL + I	⌘ + I
Underline text	CTRL + U	⌘ + U
Apply superscript formatting	CTRL + SHIFT + PLUS SIGN	⌘ + SHIFT + PLUS SIGN
Format letters as all capitals	CTRL + SHIFT + A	⌘ + SHIFT + A
Format letters as small capitals	CTRL + SHIFT + K	⌘ + SHIFT + K
Insert a footnote	CTRL + ALT + F	⌘ + OPTION + F
Insert an endnote	CTRL + ALT + D	⌘ + OPTION + E
Insert non-breaking space	CTRL + SHIFT + SPACEBAR	OPTION + SPACEBAR
Move one word to the left	CTRL + LEFT ARROW	OPTION + LEFT ARROW
Move one word to the right	CTRL + RIGHT ARROW	OPTION + RIGHT ARROW
Move one paragraph up	CTRL + UP ARROW	⌘ + UP ARROW
Move one paragraph down	CTRL + DOWN ARROW	⌘ + DOWN ARROW
Move to beginning of document	CTRL + HOME	⌘ + HOME
Move to the end of document	CTRL + END	⌘ + END
Select the entire document	CTRL + A	⌘ + A
Close Word document	CTRL + W	⌘ + W

** For Mac users, ⌘ key is also known as the Cmd (Command) key; Option key is also known as the Alt key.