

Keys for editing and moving text and graphics

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Delete text and graphics

Press	To
DELETE	Delete one character to the left
⌘+DELETE	Delete one word to the left
DEL or CLEAR	Delete one character to the right
⌘+DEL	Delete one word to the right
⌘+X or F2	Cut selected text to the Clipboard
⌘+Z	Undo the last action
⌘+F3	Cut to the Spike

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Copy and move text and graphics

Press	To
⌘+C or F3	Copy text or graphics
⌘+SHIFT+C	Copy text or graphics to the Scrapbook
⌘+X or F2 (then move the insertion point and press ⌘+V or F4)	Move text or graphics
OPTION+F3	Create AutoText
⌘+V or F4	Paste the Clipboard contents
⌘+SHIFT+V	Paste the selected clipping from the Scrapbook
⌘+SHIFT+F3	Paste the Spike contents

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Insert special characters

Press	To insert
⌘+F9	A field
SHIFT+RETURN	A line break
SHIFT+ENTER	A page break
⌘+SHIFT+RETURN	A column break
OPTION+SPACEBAR	A nonbreaking hyphen
OPTION+G	The copyright symbol
OPTION+R	The registered trademark symbol
OPTION+2	The trademark symbol
OPTION+SEMICOLON	An ellipsis

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Select text and graphics

Select text by holding down SHIFT and pressing the key that moves the insertion point.

Press**To extend a selection**

SHIFT+RIGHT ARROW

One character to the right

SHIFT+LEFT ARROW

One character to the left

SHIFT+OPTION+RIGHT ARROW

One word to the right

SHIFT+OPTION+LEFT ARROW

One word to the left

⌘+SHIFT+RIGHT ARROW or SHIFT+END

To the end of a line

⌘+SHIFT+LEFT ARROW or SHIFT+HOME

To the beginning of a line

SHIFT+DOWN ARROW

One line down

SHIFT+UP ARROW

One line up

⌘+SHIFT+DOWN ARROW

To the end of a paragraph

⌘+SHIFT+UP ARROW

To the beginning of a paragraph

SHIFT+PAGE DOWN

One screen down

SHIFT+PAGE UP

One screen up

⌘+SHIFT+HOME

To the beginning of a document

⌘+SHIFT+END

To the end of a document

OPTION+⌘+SHIFT+PAGE DOWN

To the end of a window

⌘+A

To include the entire document

⌘+SHIFT+F8, and then use the arrow keys;
press ⌘+PERIOD to cancel selection mode

To a vertical block of text

F8, and then use the arrow keys; press ⌘+
PERIOD to cancel selection mode

To a specific location in a document

Tip If you know the key combination to move the insertion point, you can generally select the text by using the same key combination while holding down SHIFT. For example, ⌘+RIGHT ARROW moves the insertion point to the next word, and ⌘+SHIFT+RIGHT ARROW selects the text from the insertion point to the beginning of the next word.

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Select text and graphics in a table

Press	To
TAB	Select the next cell's contents
SHIFT+TAB	Select the preceding cell's contents
Hold down SHIFT and press an arrow key repeatedly	Extend a selection to adjacent cells
Click in the column's top or bottom cell. Hold down SHIFT and press the UP ARROW or DOWN ARROW key repeatedly	Select a column
⌘+SHIFT+F8, and then use the arrow keys; press ⌘+PERIOD to cancel selection mode	Extend a selection (or block)
SHIFT+F8	Reduce the selection size
Select the first item you want, hold down ⌘, and then select any additional items you want	Select multiple cells, columns, or rows that are not next to each other

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Select multiple items

Press	To
Select the first item you want, hold down ⌘, and then select any additional items you want.	Select multiple items that are not next to each other

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Extend a selection

Press**To**

F8

Turn extend mode on

F8, and then press LEFT ARROW or RIGHT ARROW

Select the nearest character

F8 (press once to select a word, twice to select a sentence, and so forth)

Increase the size of a selection

SHIFT+F8

Reduce the size of a selection

⌘+PERIOD

Turn extend mode off

Return to [top](#)**Move the insertion point**

Press	To move
LEFT ARROW	One character to the left
RIGHT ARROW	One character to the right
OPTION+LEFT ARROW	One word to the left
OPTION+RIGHT ARROW	One word to the right
⌘+UP ARROW	One paragraph up
⌘+DOWN ARROW	One paragraph down
SHIFT+TAB	One cell to the left (in a table)
TAB	One cell to the right (in a table)
UP ARROW	Up one line
DOWN ARROW	Down one line
⌘+RIGHT ARROW or END	To the end of a line
⌘+LEFT ARROW or HOME	To the beginning of a line
PAGE UP	Up one screen (scrolling)
PAGE DOWN	Down one screen (scrolling)
⌘+PAGE DOWN	To the top of the next page
⌘+PAGE UP	To the top of the previous page
⌘+END	To the end of a document
⌘+HOME	To the beginning of a document
SHIFT+F5	To a previous edit, or the location of the most recent edit when the document was last saved.

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Move around in a table

Press	To move to the
TAB	Next cell in a row
SHIFT+TAB	Previous cell in a row
CONTROL+HOME	First cell in a row
CONTROL+END	Last cell in a row
CONTROL+PAGE UP	First cell in a column
CONTROL+PAGE DOWN	Last cell in a column
UP ARROW	Previous row
DOWN ARROW	Next row

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Insert paragraphs and tab characters in a table

Press	To insert
RETURN	New paragraphs in a cell
OPTION+TAB	Tab characters in a cell

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Keys for formatting characters and paragraphs

What do you want to do?

[Change or resize the font](#)

[Apply character formats](#)

[Set line spacing](#)

[Align paragraphs](#)

[Apply paragraph styles](#)

Change or resize the font

Press	To
⌘+SHIFT+F	Change the font
⌘+SHIFT+>	Increase the font size
⌘+SHIFT+<	Decrease the font size
⌘+]	Increase the font size by 1 point
⌘+[Decrease the font size by 1 point

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Apply character formats

Press	To
⌘+D	Change the formatting of characters (Font command, Format menu)
SHIFT+F3	Change the case of letters
⌘+SHIFT+A	Format letters as all capitals
⌘+B	Apply bold formatting
⌘+U	Apply an underline
⌘+SHIFT+W	Underline words but not spaces
⌘+SHIFT+D	Double-underline text
⌘+I	Apply italic formatting
⌘+SHIFT+K	Format letters as small capitals
⌘+EQUAL SIGN	Apply subscript formatting (automatic spacing)
⌘+SHIFT+PLUS SIGN	Apply superscript formatting (automatic spacing)
CONTROL+SPACEBAR	Remove manual character formatting

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Set line spacing

Press	To set line spacing to
⌘+1	Single-spaced lines
⌘+2	Double-spaced lines
⌘+5	Set 1.5-line spacing
⌘+0 (zero)	Add or remove one line of space preceding a paragraph

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Align paragraphs

Press	To
⌘+E	Center a paragraph
⌘+J	Justify a paragraph
⌘+L	Left align a paragraph
⌘+R	Right align a paragraph
CONTROL+SHIFT+M	Indent a paragraph from the left
⌘+SHIFT+M	Remove a paragraph indent from the left
⌘+T	Create a hanging indent
⌘+SHIFT+T	Remove a hanging indent

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Apply paragraph styles

Press	To
⌘+SHIFT+S	Apply a style
⌘+OPTION+K	Start AutoFormat
⌘+SHIFT+N	Apply the Normal style
⌘+OPTION+1	Apply the Heading 1 style
⌘+OPTION+2	Apply the Heading 2 style
⌘+OPTION+3	Apply the Heading 3 style
⌘+SHIFT+L	Apply the List style

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Function keys

Which function key combinations do you want to use?

[Function key](#)

[SHIFT+Function key](#)

[⌘+Function key](#)

[⌘+SHIFT+Function key](#)

[OPTION+Function key](#)

[OPTION+SHIFT+Function key](#)

Function key

Press	To
F1	Undo the last action
F2	Cut text or graphics
F3	Copy text or graphics
F4	Paste the Clipboard contents
F5	Choose the Go To command (Edit menu)
F6	Go to next pane or frame
F7	Choose the Spelling and Grammar command (Tools menu)
F8	Extend a selection
F9	Update selected fields
F11	Go to the next field
F12	Choose the Save As command (File menu)

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SHIFT+Function key

Press	To
SHIFT+F2	Copy text
SHIFT+F3	Change the case of letters
SHIFT+F4	Repeat a Find or Go To action
SHIFT+F5	Move to a previous revision
SHIFT+F6	Go to the previous pane or frame
SHIFT+F7	Choose the Thesaurus command (Tools menu)
SHIFT+F8	Shrink a selection
SHIFT+F9	Switch between a field code and its result
SHIFT+F10	Display a contextual menu
SHIFT+F11	Go to the previous field

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⌘+Function key

Press	To
⌘+F2	Choose the Print Preview command (File menu)
⌘+F3	Cut to the Spike
⌘+F4	Close the window
⌘+F5	Restore the document window size
⌘+F6	Go to the next window
⌘+F9	Insert an empty field
⌘+F11	Lock a field

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⌘+SHIFT+Function key

Press	To
⌘+SHIFT+F3	Insert the contents of the Spike
⌘+SHIFT+F4	Repeat a Find or Go To action
⌘+SHIFT+F5	Edit a bookmark
⌘+SHIFT+F6	Go to the previous window
⌘+SHIFT+F7	Update linked information in a Microsoft Word source document
⌘+SHIFT+F8	Extend a selection or block (then press an arrow key)
⌘+SHIFT+F9	Unlink a field
⌘+SHIFT+F11	Unlock a field

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OPTION+Function key

Press	To
OPTION+F3	Create an AutoText entry
OPTION+F6	Go to the next window
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)
OPTION+F8	Run a macro
OPTION+F9	Switch between all field codes and their results
OPTION+F11	Display Microsoft Visual Basic code

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OPTION+SHIFT+Function key

Press	To
OPTION+SHIFT+F6	Go to the previous window
OPTION+SHIFT+F7	Open the Dictionary
OPTION+SHIFT+F9	Run GOTOBUTTON or MACROBUTTON from the field that displays the field results

Note Some function keys and function key combinations conflict with the default key assignments for the Exposé feature in Mac OS X Panther (Mac OS X v10.3). For more information about changing shortcuts for Exposé, see Mac Help. For more information about customizing shortcut key assignments in Microsoft Word, see [Customize shortcut key assignments](#).

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Keys for working with documents

What do you want to do?

[Create, view, and save documents](#)

[Find, replace, and browse through text](#)

[Undo and redo actions](#)

[Switch to another view](#)

Create, view, and save documents

Press	To
⌘+N	Create a new document of the same type as the default normal template
⌘+O	Open a document
⌘+SHIFT+P	Open the Project Gallery
⌘+W	Close a document
⌘+OPTION+S	Split the document window; remove the document window split
⌘+8	Display non-printing characters
⌘+S	Save a document

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Find, replace, and browse through text

Press	To
⌘+F	Find text, formatting, and special items
⌘+SHIFT+H	Replace text, formatting, and special items
⌘+OPTION+Y	Repeat find (after closing Find and Replace window)
⌘+G	Go to a page, bookmark, footnote, table, comment, graphic, or other location
⌘+OPTION+Z	Go back to a page, bookmark, footnote, table, comment, graphic, or other location
⌘+OPTION+HOME	Browse through a document

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Undo and redo actions

Press	To
⌘+PERIOD	Cancel an action
⌘+Z	Undo an action
⌘+Y	Redo or repeat an action

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Switch to another view

Press**To**

⌘+OPTION+P

Switch to page layout view

⌘+OPTION+O

Switch to outline view

⌘+OPTION+N

Switch to normal view

⌘+OPTION+I

Switch to print preview

⌘+OPTION+B

Switch to notebook layout view

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