

This table lists frequently used shortcuts in Word for Mac.

To do this	Press
Undo the previous action.	⌘+Z or F1
Redo the previous action, if possible.	⌘+Y
Cut the selected content to the Clipboard.	⌘+X or F2
Copy the selected content to the Clipboard.	⌘+C or F3
Paste the contents of the Clipboard.	⌘+V or F4
Display the shortcut menu for the selected item. *	Shift+F10
Display the Go To dialog box.	⌘+Option+G or F5
Display the Spelling and Grammar dialog box.	⌘+Option+L or F7
Enable extended selection mode.	F8
Switch to the next window.	⌘+Grave accent (`)
Switch to the previous window.	⌘+Shift+Grave accent (`)
Display the Save As dialog box.	⌘+Shift+S
Find text (move focus to the Search in Document box).	⌘+F
Display the Find and Replace pane.	Control+H
Display the Print dialog box.	⌘+P
Close the current document.	⌘+F4
Expand or minimize the ribbon.	⌘+Option+R

To do this	Press
Find the next spelling or grammatical error. The Check spelling as you type feature must be enabled.	Option+F7
Open the Dictionary.	Option+Shift+F7

Navigate the document

To do this	Press
Move the cursor one word to the left.	Option+Left arrow key
Move the cursor one word to the right.	Option+Right arrow key
Move the cursor up by one paragraph.	⌘+Up arrow key
Move the cursor down by one paragraph.	⌘+Down arrow key
Move the cursor to the beginning of the current line.	⌘+Left arrow
	Home
Move the cursor to the end of the current line.	⌘+Right arrow key
	End

To do this	Press
Move the cursor to the top of the previous page.	⌘+Page up On a MacBook, press ⌘+Fn+Up arrow key
Move the cursor to the top of the next page.	⌘+Page down On a MacBook, press ⌘+Fn+Down arrow key
Move the cursor to the beginning of the document.	⌘+Home On a MacBook, press ⌘+Fn+Left arrow key
Move the cursor to the end of the document.	⌘+End On a MacBook, press ⌘+Fn+Right arrow key
Move the cursor to the previous insertion point.	Shift+F5
Move the cursor by scrolling the document view up by one screen.	Page up
Move the cursor by scrolling the document view down by one screen.	Page down

Select text and graphics

Tip: If you know the key combination to move the cursor, you can generally select the text by using the same key combination while holding down Shift. For example, ⌘+Right arrow moves the cursor to the next word, and ⌘+Shift+Right arrow selects the text from the cursor to the beginning of the next word.

To do this	Press
Select multiple items that are not next to each other.	Select the first item that you want, hold down ⌘, and then mouse click the additional items.
Select text.	Shift+Arrow keys
Select the word to the left.	Shift+Option+Left arrow key
Select the word to the right.	Shift+Option+Right arrow key
Select from the current position to the beginning of the current line.	⌘+Shift+Left arrow key Shift+Home
Select from the current position to the end of the current line.	⌘+Shift+Right arrow key Shift+End
Select from the current position to the beginning of the current paragraph.	⌘+Shift+Up arrow key
Select from the current position to the end of the current paragraph.	⌘+Shift+Down arrow key

To do this	Press
Select from the current position to the top of the screen.	Shift+Page up
Select from the current position to the bottom of the screen.	Shift+Page down
Select from the current position to the beginning of the document.	⌘+Shift+Home
Select from the current position to the end of the document.	⌘+Shift+End
Select from the current position to the bottom of the window.	⌘+Shift+Option+Page down
Select all document content.	⌘+A

Extend a selection

To do this	Press
Start extending the selection. *	F8
	In the extend selection mode, clicking a location in the document extends the current selection to that location.

To do this	Press
Select the nearest character to the left.	F8, Left arrow key
Select the nearest character to the right.	F8, Right arrow key
Expand the selection.	F8 repeatedly to expand the selection to the entire word, sentence, paragraph, section, and document.
Reduce the selection. *	Shift+F8
Select a vertical block of text.	⌘+Shift+F8, then press the arrow keys
Stop extending the selection.	Esc

Edit text and graphics

To do this	Press
Cut the selected content to the Clipboard.	⌘+X
	F2

To do this	Press
Copy the selected content to the Clipboard.	⌘ + C
	F3
Paste the contents of the Clipboard.	⌘ + V
	F4
Display the Paste Special dialog box.	⌘ + Control + V
Cut the selected content to the Spike.	⌘ + F3
Paste the contents of the Spike.	⌘ + Shift + F3
Copy the selected formatting.	⌘ + Shift + C
Paste the copied formatting.	⌘ + Shift + V
Create an AutoText entry.	Option + F3

Align and format paragraphs

To do this	Press
Center the paragraph.	⌘ + E
Justify the paragraph.	⌘ + J
Align the paragraph to the left.	⌘ + L

To do this	Press
Align the paragraph to the right.	⌘+R
Indent the paragraph.	Control+Shift+M
Remove a paragraph indent.	⌘+Shift+M
Create a hanging indent.	⌘+T
Remove a hanging indent.	⌘+Shift+T
Apply single-spacing to the paragraph.	⌘+1
Apply double-spacing to the paragraph.	⌘+2
Apply 1.5-line spacing to the paragraph.	⌘+5
Enable AutoFormat.	⌘+Option+K
Apply the Normal style.	⌘+Shift+N
Apply the Heading 1 style.	⌘+Option+1
Apply the Heading 2 style.	⌘+Option+2
Apply the Heading 3 style.	⌘+Option+3
Apply the List style.	⌘+Shift+L, when the cursor is at the beginning of a line
Insert a nonbreaking space.	Option+Spacebar