

# Keyboard shortcuts cheat sheet for writers

## Windows

CTRL + A = select all the content in your document

CTRL + C = copy the highlighted text

CTRL + X = cut the highlighted text

CTRL + V = insert the copied or cut text

CTRL + Z = undo last action

CTRL + Y = redo/repeat last action

CTRL + I = italicize the selected text

CTRL + B = bold the selected text

CTRL + U = underline the selected text

CTRL + P = print document

CTRL + S = save document

CTRL + O = open an existing document

CTRL + N = open a new document

CTRL + T = open a new browser tab

CTRL + W = close document (or tab)

CTRL + Shift + N = create new folder

CTRL + F = search

CTRL + H = search and replace (For Mac: Command + Shift + H)

CTRL + Enter = insert page break (For Mac: Shift + Enter)

CTRL + Shift + L = insert bullet point

CTRL + Shift + spacebar = insert nonbreaking space (For Mac: Option + spacebar)

CTRL + D = add bookmark for current site in browser

CTRL + backspace = delete word to the left of the cursor (For Mac: Option + backspace)

CTRL + Shift + E = turn track changes on/off

WIN + D = show desktop / minimize all windows (For Mac: Command + F3 or Command + Option + M)

F7 = check spelling (For Mac: Command + Option + L)

# Mac

Command + A = select all the content in your document

Command + C = copy the highlighted text

Command + X = cut the highlighted text

Command + V = insert the copied or cut text

Command + Z = undo last action

Command + Y = redo/repeat last action

Command + I = italicize the selected text

Command + B = bold the selected text

Command + U = underline the selected text

Command + P = print document

Command + S = save document

Command + O = open an existing document

Command + N = open a new document

Command + T = open a new browser tab

Command + W = close document (or tab)

Command + Shift + N = create new folder

Command + F = search

Command + Shift + H = search and replace

Command + Shift + Enter = insert page break

Command + Shift + L = insert bullet point

Option + spacebar: insert nonbreaking space

Command + D = add bookmark for current site in browser

Command + Shift + E = turn track changes on/off

Command + F3 or Command + Option + M = show desktop / minimize all windows

Command + Option + L = check spelling

Option + backspace = delete word to the left of the cursor