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[Word Shortcuts For Mac](#)

## Customize Keyboard

### Specify a Command

Categories:

Drawing  
Borders  
Mail Merge  
All Commands  
-----  
Macros  
Fonts

Commands:

🔍 page

FormatPageBordersAndShading  
FormatPageNumber  
GoToNextPage  
GoToPreviousPage  
HeadFootDiffFirstPage

### Specify a Keyboard Shortcut

Current keys:

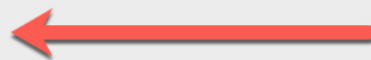
Remove

Press new keyboard shortcut:

Command+N

Assign

Currently assigned to: FileNewDefault



Description:

Jumps to the next page in the active document

Save changes in:

Normal.dotm



Reset All...

OK



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Every ribbon command has its own keyboard shortcut To use the ribbon entirely using your keyboard, do this:1.

3 Press the Access Key for the command you want to use Some Access Keys are more than one keypress – press the keys in sequence.. These Word keyboard shortcuts let you perform common tasks like saving, inserting page breaks, and changing fonts without touching the mouse.

## word shortcuts

word shortcuts, word shortcuts mac, word shortcuts iphone, word shortcuts pdf, word shortcuts for symbols, word shortcuts not working, word shortcuts cheat sheet, word shortcuts list, word shortcuts for emojis, word shortcuts for texting, word shortcuts for bullets, word shortcuts subscript, word shortcuts highlight text, word shortcuts for accents

Be at the location of the folder or app you want to create the shortcut of Press and hold Option (⌘) + Command (⌘) key together.. Press the keys again to close the split Moving around in a document. 00 at Apple)Acer Chromebook 15 (From \$179 99 at Walmart)Using Word's ribbon shortcutsThe ribbon at the top of Word gives you access to virtually all the program's countless features, and you don't need your mouse to use it.. Keyboard shortcuts can save you a lot of time, so here's a guide to the most useful keyboard shortcuts in Word you should start using today.. Create a new document: Press Ctrl + N to create a new, untitled document Save the current document: Press Ctrl + S to save the current document immediately.

## word shortcuts mac

Here are the top 45 keyboard shortcuts in Word You can use this list for reference, and if you need a more detailed explanation of a shortcut, scroll down.. Note: This list works on both Windows and MacOS, but if you are using a Mac, wherever you see 'Ctrl,' press the Command key instead.. Working with documents Open a document: Ctrl + O Create a new document: Ctrl + N Save the current document: Ctrl + S Open the Save As window: F12 Close the current document: Ctrl + W Split the window: Alt + Ctrl + S Moving around in a document Move the insertion point: Arrow Move one word at a time: Ctrl + Left/Right Arrow Move one paragraph at a time: Ctrl + Up/Down Arrow Move to the beginning of the current line: Home Move to the beginning of the document: Ctrl + Home Move to end of the current line: Ctrl + End Move to end of the document: Ctrl + End Editing documents Cut the current selection: Ctrl + X Copy the current selection: Ctrl + C Paste the contents of the clipboard: Ctrl + V Bold: Ctrl + B Italics: Ctrl + I Underline: Ctrl + U Underline words only: Ctrl + Shift + W Center: Ctrl + E Make the font smaller: Ctrl + [ Make the font bigger: Ctrl + ] Change text to uppercase: Ctrl + Shift + A Change text to lowercase: Ctrl + Shift + K Insert a page break: Ctrl + Enter Add a hyperlink: Ctrl + K Selecting text Select everything in the document: Ctrl + A Select text one character at a time: Shift + Arrow Select text one word at a time: Ctrl + Shift + Arrow Select from insertion point back to start of the line: Shift + Home Select from the insertion point to end of the line: Shift + End Enter selection mode: F8 Cut text to the spike: Ctrl + F3 Paste the spike: Ctrl + Shift + F3 Using tables Move to the next cell: Tab Move to the previous cell: Shift + Tab Move to the first cell in a row: Alt + Home Move to the last cell in a row: Alt + End Move to the top of a column: Alt + Page Up Move to the bottom of a column: Alt + Page Down General tasks Undo: Ctrl + Z Redo: Ctrl + Y Help: F1 Zoom: Alt + W, Q Cancel: Esc Word keyboard shortcuts explained If you find that using a keyboard shortcut isn't apparent, refer to it in this expanded list for more information about it.. If there is yet another layer of choices, continue to press the appropriate keys.

## word shortcuts for symbols

© Westend61/Getty Images Word keyboard shortcuts help you create, edit, save, and share your documents with a few quick key strokes.. These 45 keyboard shortcuts work in the Word program on PCs and Macs, though you'll need to swap out any instance of 'Ctrl' with 'Command' when on a Mac.. Microsoft Word is a critical application in most businesses and home offices, but are you using it as efficiently as possible? If you have to keep reaching for the mouse, you're slowing yourself down and hobbling your typing speed.. Working with documents Open a document: Press Ctrl + O to open an existing document.. On the Apple menu, select System Preferences Under Hardware, select Keyboard, and then select the Keyboard Shortcuts tab.. For example, to switch to the Layout tab, you would press and release Alt, then press P. e10c415e6f