

Keyboard shortcuts in Word 2016 for Mac

To	Press
Undo the last action	F1/ ⌘ Z
Cut text or graphics	F2/ ⌘ X
Copy text or graphics	F3/ ⌘ C
Paste the Clipboard contents	F4/ ⌘ V
Choose the Go To command (Edit menu)	F5
Open the Spelling and Grammar box	F7
Extend a selection	F8
Update selected fields.	F9
Go to the next window	⌘ + `
Choose the Save As command (File menu).	⌘+ SHIFT + S
Copy text	SHIFT + F2
Change letters to upper, lower, or mixed case	SHIFT + F3
Repeat a Find or Go To action	SHIFT + F4
Move to the previous insertion point	SHIFT + F5
Go to the previous window	⌘ + SHIFT + `
Open the Thesaurus pane	SHIFT + F7
Shrink a selection	SHIFT + F8
Switch between a field code and its result.	SHIFT + F9
Cut the selection to the Spike	⌘+ F3
Close the window	⌘+ F4
Go to the next window	⌘+ F6
Expand or minimize the ribbon	OPTION + ⌘+ R

Insert an empty field	⌘+ F9
Lock a field	⌘+ F11
Insert the contents of the Spike	⌘+ SHIFT + F3
Repeat a Find or Go To action	⌘+ SHIFT + F4
Edit a bookmark	⌘+ SHIFT + F5
Update linked information in a Word source document	⌘+ SHIFT + F7
Extend a selection as a block selection	⌘+ SHIFT + F8 Then press an arrow key
Unlink a field	⌘+ SHIFT + F9
Unlock a field	⌘+ SHIFT + F11
Create an AutoText entry	OPTION + F3
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 + F7
Run a macro	OPTION + F8
Switch between all field codes and their results	OPTION + F9
Look up selected text on the internet	⌘+ SHIFT + L
Run GOTOBUTTON or MACROBUTTON from the field that displays the field results	OPTION + SHIFT + F9

Moving the cursor

To move	Press
One character to the left	LEFT ARROW
One character to the right	RIGHT ARROW
One word to the left	OPTION + LEFT ARROW
One word to the right	OPTION + RIGHT ARROW
One paragraph up	⌘+ UP ARROW
One paragraph down	⌘+ DOWN ARROW
One cell to the left (in a table)	SHIFT + TAB
One cell to the right (in a table)	TAB
Up one line	UP ARROW
Down one line	DOWN ARROW
To the end of a line	⌘+ RIGHT ARROW or END
To the beginning of a line	⌘+ LEFT ARROW or HOME
Up one screen (scrolling)	PAGE UP
Down one screen (scrolling)	PAGE DOWN
To the top of the next page	⌘+ PAGE DOWN
To the top of the previous page	⌘+ PAGE UP
To the end of a document	⌘+ END On a MacBook keyboard: ⌘+ FN + RIGHT ARROW
To the beginning of a document	⌘+ HOME On a MacBook keyboard: ⌘+ FN + LEFT ARROW
To the previous insertion point	SHIFT + F5

To extend a selection	Press
By selecting multiple items that are not next to each other	Select the first item that you want, hold down ⌘, and then select any additional items
One character to the right	SHIFT + RIGHT ARROW
One character to the left	SHIFT + LEFT ARROW
One word to the right	SHIFT + OPTION + RIGHT ARROW
One word to the left	SHIFT + OPTION + LEFT ARROW
To the end of a line	⌘+ SHIFT + RIGHT ARROW or SHIFT + END
To the beginning of a line	⌘+ SHIFT + LEFT ARROW or SHIFT + HOME
One line down	SHIFT + DOWN ARROW
One line up	SHIFT + UP ARROW
To the end of a paragraph	⌘+ SHIFT + DOWN ARROW
To the beginning of a paragraph	⌘+ SHIFT + UP ARROW
One screen down	SHIFT + PAGE DOWN
One screen up	SHIFT + PAGE UP
To the beginning of a document	⌘+ SHIFT + HOME
To the end of a document	⌘+ SHIFT + END
To the end of a window	OPTION + ⌘+ SHIFT + PAGE DOWN
To select the entire document	⌘+ A
To a vertical block of text	⌘+ SHIFT + F8 , and then use the arrow keys; press ESC to cancel selection mode
To a specific location in a document	F8 , and then use the arrow keys; press ESC to cancel selection mode

Selecting text and graphics in a table

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

To	Press
Copy text or graphics	⌘+ C or F3
Copy a style	⌘+ SHIFT + C
Paste a style	⌘+ SHIFT + V
Copy text or graphics to the Scrapbook	CONTROL + OPTION + C
Move text or graphics	⌘+ X or F2 (then move the cursor and press ⌘+ V or F4)
Insert graphics using the Photo Browser	⌘+ CONTROL + M
Create AutoText	OPTION + F3
Insert AutoText	⌘+ OPTION + SHIFT + V
Paste the Clipboard contents	⌘+ V or F4
Paste special	⌘+ CONTROL + C
Paste and match the formatting of the surrounding text	⌘+ OPTION + SHIFT + V
Paste the Spike contents	⌘+ SHIFT + F3
Delete one character to the left	DELETE

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

Aligning and formatting paragraphs

To	Press
Center a paragraph	⌘+ E
Justify a paragraph	⌘+ J
Left align a paragraph	⌘+ L
Right align a paragraph	⌘+ R
Indent a paragraph from the left	CONTROL + SHIFT + M
Remove a paragraph indent from the left	⌘+ SHIFT + M
Create a hanging indent	⌘+ T
Remove a hanging indent	⌘+ SHIFT + T
Start 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 when the cursor is at the beginning of a line	⌘+ SHIFT + L
Insert a nonbreaking space	OPTION + SPACEBAR

Setting line spacing

To set line spacing to	Press
Single-spaced lines	⌘+ 1

Double-spaced lines	⌘+ 2
1.5-line spacing	⌘+ 5
Add or remove one line of space directly preceding a paragraph	⌘+ 0 (zero)

Formatting characters

To	Press
Change the font	⌘+ SHIFT + F
Increase the font size	⌘+ SHIFT + >
Decrease the font size	⌘+ SHIFT + <
Increase the font size by 1 point	⌘+]
Decrease the font size by 1 point	⌘+ [
Change the formatting of characters (Font command, Format menu)	⌘+ D
Change the case of letters	SHIFT + F3
Format in all capital letters	⌘+ SHIFT + A
Apply bold formatting	⌘+ B
Apply an underline	⌘+ U
Underline words but not spaces	⌘+ SHIFT + W
Double-underline text	⌘+ SHIFT + D
Apply italic formatting	⌘+ I
Format in all small capital letters	⌘+ SHIFT + K
Apply subscript formatting (automatic spacing)	⌘+ EQUAL SIGN
Apply superscript formatting (automatic spacing)	⌘+ SHIFT + PLUS SIGN
Apply strike-through formatting	⌘+ SHIFT + X

Inserting special characters

To insert	Press
An empty field	⌘+ F9
A line break	SHIFT + RETURN
A page break	⌘ + ENTER

A column break	⌘+ SHIFT + RETURN
A nonbreaking hyphen	⌘+ SHIFT + HYPHEN
The copyright symbol	OPTION + G
The registered trademark symbol	OPTION + R
The trademark symbol	OPTION + 2
An ellipsis	OPTION + SEMICOLON

Inserting fields

To insert	Press
A DATE field	CONTROL + SHIFT + D
A LISTNUM field	⌘+ OPTION + SHIFT + L
A PAGE field	CONTROL + SHIFT + P
A TIME field	CONTROL + SHIFT + T
An empty field	⌘+ F9

Working with fields

To	Press
Update selected fields	F9
Unlink a field	⌘+ SHIFT + F9
Switch between a field code and its result	SHIFT + F9
Switch between all field codes and their results	OPTION + F9
Run GOTOBUTTON or MACROBUTTON from the field that displays the field results	OPTION + SHIFT + F9
Go to the next field	F11
Go to the previous field	SHIFT + F11
Lock a field	⌘+ F11
Unlock a field	⌘+ SHIFT + F11

Document outline

To	Press
Promote a paragraph	CONTROL

	+ SHIFT + LEFT ARROW
Demote a paragraph	CONTROL + SHIFT + RIGHT ARROW
Demote to body text	⌘+ SHIFT + N
Move selected paragraphs up	CONTROL + SHIFT + UP ARROW
This keyboard shortcut conflicts with a default Mission Control key. To use this Office keyboard shortcut, you must first change the Mission Control shortcut for this key. On the Apple menu, click System Preferences > Mission Control . Under Keyboard and Mouse , choose another shortcut for Mission Control , or choose – (minus sign) to turn it off.	
Move selected paragraphs down	CONTROL + SHIFT + DOWN ARROW
This keyboard shortcut conflicts with a default Mission Control key. To use this Office keyboard shortcut, you must first change the Application windows shortcut for this key. On the Apple menu, click System Preferences > Mission Control . Under Keyboard and Mouse , choose another shortcut for Application windows , or choose – (minus sign) to turn it off.	
Expand text under a heading	CONTROL + SHIFT + PLUS SIGN
Collapse text under a heading	CONTROL + SHIFT + MINUS SIGN
Expand all body text and headings or collapse all body text	CONTROL

	+ SHIFT + A
Show the first line of body text or all body text	CONTROL + SHIFT + L
Show all headings with the specified heading level	CONTROL + SHIFT + <HEADING LEVEL>

Reviewing documents

To	Press
Insert a comment	⌘+ OPTION + A
Turn track changes on or off	⌘+ SHIFT + E
Go to the beginning of a comment	HOME
Go to the end of a comment	END (The END key is not available on all keyboards)
Go to the beginning of the list of comments when in the Reviewing Pane	⌘+ HOME
Go to the end of the list of comments when in the Reviewing Pane	⌘+ END

Printing documents

To	Press
Print a document	⌘+ P

Moving around in a table

To	Press
Move to the next cell	TAB (If the cursor is in the last cell of a table, pressing TAB adds a new row)
Move to the preceding cell	SHIFT + TAB

Move to the preceding or next row	UP ARROW or DOWN ARROW
Move to the first cell in the row	CONTROL + HOME
Move to the last cell in the row	CONTROL + END
Move to the first cell in the column	CONTROL + PAGE UP
Move to the last cell in the column	CONTROL + PAGE DOWN
Start a new paragraph	RETURN
Add a new row at the bottom of the table	TAB at the end of the last row
Add text before a table at the beginning of a document	RETURN at the beginning of the first cell
Insert a row	⌘+ CONTROL + I

Resizing table columns by using the ruler

To	Press the shortcut keys, and then drag a marker on the ruler
Retain column sizes to the right	No key
Change table width	
Move a single column line	SHIFT
Retain table width	
Equally resize all columns to the right	⌘+ SHIFT
Retain table width	
Proportionally resize all columns to the right	⌘
Retain table width	

Resizing table columns directly in a table

TIPS

- To display a column's measurements in the ruler when you resize the column, press OPTION with these shortcut keys.
- To finely adjust a column width, turn off snap-to functionality by pressing OPTION with the shortcut keys.

To	Press the shortcut keys, and then drag a column boundary
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Move a single column line Retain table width	No key
Retain column sizes to the right Change table width	SHIFT
Equally resize all columns to the right Retain table width	⌘+ SHIFT
Proportionally resize all columns to the right Retain table width	⌘

Inserting paragraphs and tab characters in a table

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

Data merge

To use the following keyboard shortcuts, you must first set up a data merge.

To	Press
Merge a document	CONTROL + SHIFT + N
Edit a data-merge data document	CONTROL + SHIFT + E
Check for errors	CONTROL + SHIFT + K
Insert a merge field	CONTROL + SHIFT + F

Footnotes and endnotes

To insert	Press
A footnote	⌘+ OPTION + F
An endnote	⌘+ OPTION + E