

Word 2011-2013 Cheat Sheet

Shortcuts

Windows	Mac	What It Does
CTRL + O	⌘ + O	Open
CTRL + S	⌘ + S	Save
CTRL + W	⌘ + W	Close the Document
CTRL + Z	⌘ + Z	Undo
CTRL + X	⌘ + X	Cut
CTRL + C	⌘ + C	Copy
CTRL + V	⌘ + V	Paste
CTRL + N	⌘ + N	New Document
CTRL + A	⌘ + A	Select All
CTRL + G	F5	Go To
CTRL + Home	⌘ + Home	Go to the Top
CTRL + End	⌘ + End	Go to the End
CTRL + Mouse Roller	Option + CTRL + Mouse Roller	Zoom In and Zoom Out
SHIFT + ENTER	SHIFT + Return	Soft Return or Manual Line Break
CTRL + ENTER	⌘ + Enter (keypad)	Page Break
TAB	TAB	(In Lists) Indents to the Right
SHIFT + TAB	SHIFT + TAB	(In Lists) Indents to the Left
Click + SHIFT + Click	Click + SHIFT + Click	Selects the area between the two clicks
F1	Help → Search	Help feature
F7	F7 or fn + F7	Spellcheck
SHIFT + F1	View → Reveal Formatting	Reveal Formatting
F9	F9	Update Field Code

Pointers

Icon	What It is Used For
I Beam	Double-Click: Selects a Word Triple-Click: Selects a Paragraph
Arrow in the Left Margin	Single-Click: Selects a Line Double-Click: Selects a Paragraph Triple-Click: Selects a Document Left Margin Arrow + Click + CTRL (Win) or Left Margin Arrow + Click + ⌘ (Mac): Select non-adjacent lines
Drag and Drop	<p>As the popularity of the Internet continues to grow, affordable access is becoming a necessity. WebDen provides people with the ability to access the Internet in a social environment. People of all ages and backgrounds are welcome to enjoy the quirky, upscale, and innovative environment that only WebDen provides. Coffee, entertainment, and the Internet together form an engaging social scene.</p> 