Mac Keyboard Shortcuts for Pages & Word

The behavior of these shortcuts may vary with the app you're using but should work on Pages and Word.

- **Command-B**: Bold the selected page or highlighted text, but can also turn boldfacing on or off of the selected page or highlighted item.
- **Command-I**: Italicize the selected text, or turn italics on or off.
- **Command-K**: Add a web link.
- **Command-U**: Underline the selected text, or turn underlining on or off.
- **Command-T**: Show or hide the Fonts window.
- **Command-D**: Select the Desktop folder from within an Open dialog or Save dialog.
- **Control-Command-D**: Show or hide the definition of the selected word.
- **Shift-Command-Colon (:)**: Display the Spelling and Grammar window.
- **Command-Semicolon (;)**: Find misspelled words in the document.
- **Option-Delete**: Delete the word to the left of the insertion point.
- **Control-H**: Delete the character to the left of the insertion point. Or use Delete.
- **Control-D**: Delete the character to the right of the insertion point. Or use Fn-Delete.
- **Fn-Delete**: Forward delete on keyboards that don't have a Forward Delete key. Or use Control-D.
- **Control-K**: Delete the text between the insertion point and the end of the line or paragraph.
- **Fn–Up Arrow**: Page Up: Scroll up one page.
- **Fn–Down Arrow**: Page Down: Scroll down one page.
- **Fn–Left Arrow:** Home: Scroll to the beginning of a document.
- **Fn–Right Arrow**: End: Scroll to the end of a document.
- **Command–Up Arrow**: Move the insertion point to the beginning of the document.
- **Command–Down Arrow**: Move the insertion point to the end of the document.
- **Command–Left Arrow**: Move the insertion point to the beginning of the current line.

- **Command–Right Arrow**: Move the insertion point to the end of the current line.
- **Option–Left Arrow**: Move the insertion point to the beginning of the previous word.
- **Option–Right Arrow**: Move the insertion point to the end of the next word.
- **Shift–Command–Up Arrow**: Select the text between the insertion point and the beginning of the document.
- **Shift–Command–Down Arrow**: Select the text between the insertion point and the end of the document.
- **Shift–Command–Left Arrow**: Select the text between the insertion point and the beginning of the current line.
- **Shift–Command–Right Arrow**: Select the text between the insertion point and the end of the current line.
- **Shift–Up Arrow**: Extend text selection to the nearest character at the same horizontal location on the line above.
- **Shift–Down Arrow**: Extend text selection to the nearest character at the same horizontal location on the line below.
- **Shift–Left Arrow**: Extend text selection one character to the left.
- **Shift–Right Arrow**: Extend text selection one character to the right.
- **Option–Shift–Up Arrow**: Extend text selection to the beginning of the current paragraph, then to the beginning of the following paragraph if pressed again.
- **Option–Shift–Down Arrow**: Extend text selection to the end of the current paragraph, then to the end of the following paragraph if pressed again.
- **Option–Shift–Left Arrow**: Extend text selection to the beginning of the current word, then to the beginning of the following word if pressed again.
- **Option–Shift–Right Arrow**: Extend text selection to the end of the current word, then to the end of the following word if pressed again.
- **Control-A**: Move to the beginning of the line or paragraph.
- **Control-E**: Move to the end of a line or paragraph.
- **Control-F**: Move one character forward.
- **Control-B**: Move one character backward.
- **Control-L**: Center the cursor or selection in the visible area.
- **Control-P**: Move up one line.

- **Control-N**: Move down one line.
- **Control-O**: Insert a new line after the insertion point.
- **Control-T**: Swap the character behind the insertion point with the character in front of the insertion point.
- **Command–Left Curly Bracket ({)**: Left align.
- **Command–Right Curly Bracket (})**: Right align.
- **Shift–Command–Vertical bar (l)**: Center align.
- **Option-Command-F**: Go to the search field.
- **Option-Command-T**: Show or hide a toolbar in the app.
- **Option-Command-C**: Copy Style: Copy the formatting settings of the selected item to the Clipboard.
- **Option-Command-V**: Paste Style: Apply the copied style to the selected item.
- **Option-Shift-Command-V**: Paste and Match Style: Apply the style of the surrounding content to the item pasted within that content.
- **Option-Command-I**: Show or hide the inspector window.
- **Shift-Command-P**: Page setup: Display a window for selecting document settings.
- **Shift-Command-S**: Display the Save As dialog, or duplicate the current document.
- **Shift–Command–Minus sign (-)**: Decrease the size of the selected item.
- **Shift–Command–Plus sign (+)**: Increase the size of the selected item. Command–Equal sign (=) performs the same function.
- **Shift–Command–Question mark (?)**: Open the Help menu.