HOORVIA ? MICROSOFT WORD KEYBOARD SHORTCUTS CHEAT SHEET (PRINTABLE WIN

Quick Reference Cheat Sheet · US Letter & A4 Printable

Tech & Software · Sheet #437

Document Action	Windows Shortcut	Mac Shortcut	Category
Paste Plain Text Only (Keep Text Only)	Ctrl + Shift + V	Cmd + Shift + V	Editing
Copy Selected Formatting (Format Painter)	Ctrl + Shift + C	Cmd + Shift + C	Formatting
Paste Copied Formatting to Selection	Ctrl + Shift + V (or Alt + Ctrl + V)	Cmd + Option + V	Formatting
Increase Font Size by 1 Point	Ctrl +]	Cmd +]	Typography
Decrease Font Size by 1 Point	Ctrl + [	Cmd + [	Typography
Cycle Text Case (UPPER, lower, Title)	Shift + F3	Fn + Shift + F3	Typography
Set Single / Double / 1.5 Line Spacing	Ctrl + 1 / Ctrl + 2 / Ctrl + 5	Cmd + 1 / Cmd + 2 / Cmd + 5	Paragraph
Left / Center / Right Align Paragraph	Ctrl + L / Ctrl + E / Ctrl + R	Cmd + L / Cmd + E / Cmd + R	Paragraph
Insert Hard Page Break Immediately	Ctrl + Enter	Cmd + Return	Layout
Insert or Edit Hyperlink	Ctrl + K	Cmd + K	Links & Media
Open Advanced Find and Replace Dialog	Ctrl + H	Ctrl + H	Navigation
Delete Entire Word to the Left	Ctrl + Backspace	Option + Delete	Fast Editing
Toggle Track Changes On or	Ctrl + Shift + E	Cmd + Shift + E	Review & Collab
Insert New Comment in Margin	Ctrl + Alt + M	Cmd + Option + A	Review & Collab

PRO TIP: Ribbon Key Tips: Press Alt once on Windows to display letter badges over every Ribbon tab, letting you trigger any menu feature without touching your mouse.