

The ABC's of WORD 🍏 Common OSX Keyboard Shortcuts

Don't forget to select your text first!!!

🍏 A SELECT ALL	OPTION 🍏 L Spelling & Grammar
🍏 B BOLD	OPTION 🍏 R Thesaurus
🍏 C COPY	
🍏 D Change Font	🍏] font 1 size larger
🍏 E Center text	🍏 [font 1 size smaller
🍏 F Find and replace	SHIFT 🍏 > font 2 sizes larger
🍏 G Go to a page #	SHIFT 🍏 < font 2 sizes smaller
🍏 H Hide a document	
🍏 I <i>ITALICS</i>	SHIFT 🍏 D <u>Double Underline</u>
🍏 J Justify Alignment	SHIFT 🍏 L Bulleted List
🍏 K Insert a Hyperlink	SHIFT 🍏 W <u>Underline no spaces</u>
🍏 L Left Alignment	
🍏 M Minimize a window	🍏 DELETE Delete one word to the left
🍏 N New	
🍏 O Open	fn 🍏 home Go to the beginning
🍏 P Print	fn 🍏 end Go to the end
🍏 Q Quit	
🍏 R Right Alignment	fn 🍏 pg up Go up a page
🍏 S Save	fn 🍏 pg dn Go down a page
🍏 T Hanging Indent	
🍏 U <u>UNDERLINE</u>	
🍏 V PASTE	
🍏 W Close a window	
🍏 X Delete/Cut	
🍏 Y Redo	
🍏 Z Undo	
	Moving the cursor with the arrow keys...
	SHIFT ▶ Extend selection one letter right
	SHIFT ◀ Extend selection one letter left
	SHIFT 🍏 ▶ Extend selection to end of word
	SHIFT 🍏 ◀ Extend selection to start of word
🍏 1 Single Spacing	▶ One letter to the right
🍏 2 Double Spacing	🍏 ▶ One word to the right
🍏 5 1.5 Spacing	◀ One letter to the left
	🍏 ◀ One word to the left