

Keyboard Shortcuts

Keyboard shortcuts are special key combinations that speed your work.

- Entering Symbols, Characters and Mathematical Objects
 - Toggling between mathematics and text
 - Entering symbols, characters, and objects
 - Entering character accents
 - Entering symbols and characters with key prefixes
 - Entering units of measure
- Editing and Scrolling
 - Cutting, copying and pasting
 - Moving the insertion point
 - Selecting information
 - Working with files

 **Related topics**

 **Index**

Entering symbols, characters, and mathematical objects

To	Press
Toggle math/text	Ctrl+m or Ctrl+t



To enter	Press
Fraction	Ctrl+f or Ctrl+/ or Ctrl+1
Radical	Ctrl+r or Ctrl+2
Superscript	Ctrl+h or Ctrl+ up arrow or Ctrl+3
Subscript	Ctrl+l or Ctrl+down arrow or Ctrl+4
Integral	Ctrl+i or Ctrl+8
Summation	Ctrl+7
Brackets	Ctrl+9 or Ctrl+0 or Ctrl+(or Ctrl+)
Square brackets	Ctrl+[or Ctrl+] or Ctrl+6
Angle brackets	Ctrl+<
Braces	Ctrl+{ or Ctrl+} or Ctrl+5
Display	Ctrl+d
Absolute value	Ctrl+\
Norm	Ctrl+ (Ctrl+Shift+)
Required space	Shift+spacebar

Nonbreaking space	Ctrl+spacebar
Thin space	Ctrl+,
Thick space	Ctrl+Shift+spacebar
“ (double open quote)	Single open quote (') twice
” (double close quote)	Single close quote (') twice
- (intraword dash or hyphen)	Hyphen (-)
– (en dash)	Hyphen (-) two times
— (em dash)	Hyphen (-) three times
- (discretionary hyphen)	Ctrl+– (Ctrl + hyphen two times)
¿	? followed by ' (open single quote)
¡	! followed by ' (open single quote)

To enter

this accent	Press
â	Ctrl+^
ã	Ctrl+~
á	Ctrl+' (open single quote)
à	Ctrl+' (close single quote)
â	Ctrl+.
ä	Ctrl+”
ā	Ctrl+_
→	Ctrl+-

Entering symbols and characters with key prefixes

To enter	Press Ctrl+s then press	To enter	Press Ctrl+s then press
→	1	⊂	c or &
↑	2	∇	v
←	3	•	b
↓	4	∇	n
⊇	5	⇓	\$
∩	6	⇒	!
⊆	7	↑	@
∪	8	←	#
	9 or 0 or (or)	⊃	%
≡	-	≅	—
≠	=	±	+
≈	w	ℵ	W
∈	e	∉	E
	r or R	∞	I

\otimes	t or T	\wp	P
\int	i	$\{\square\}$	{ or }
\emptyset	o	\forall	A
\prod	p	\oplus	S
$[\square]$	[or]	\diamond	D
\angle	a	\div	X
Σ	s	\cdot	C
∂	d	\wedge	V
$\frac{\oplus}{\square}$	f or F	\neg	N
$a\square$	h or H	\leq	<
$a\square$	l or L	\geq	>
\times	x	\exists	z
last matrix created	m	$\begin{bmatrix} \square & \square \\ \square & \square \end{bmatrix}$	M

To enter			Press Ctrl+g and then press		
To enter			Press Ctrl+g and then press		
alpha	α	a	pi	π	p
beta	β	b		Π	P
gamma	γ	g		ϖ	v
	Γ	G	rho	ρ	r
delta	δ	d		ϱ	R
	Δ	D	sigma	σ	s
epsilon	ε	e		Σ	S
	ϵ	E		ς	T
zeta	ζ	z	tau	τ	t
eta	η	h	upsilon	υ	u
theta	θ	y		Υ	U
	ϑ	Z	phi	ϕ	f
	Θ	Y		Φ	F
iota	ι	i		φ	j
kappa	κ	k	chi	χ	q
	κ	K	psi	ψ	c
lambda	λ	l		Ψ	C
	Λ	L	omega	ω	w
mu	μ	m		Ω	W
nu	ν	n	digamma	\digamma	l
xi	ξ	x			
	Ξ	X			

Units of measure

- Activity
- Amount of Substance
- Area
- Current
- Electric Capacitance
- Electric Charge
- Electric Conductance
- Electric Potential Difference
- Electric Resistance
- Energy
- Force
- Frequency
- Illuminance
- Length
- Luminance
- Luminous Flux
- Luminous Intensity
- Magnetic Flux
- Magnetic Flux Density
- Magnetic Inductance
- Mass
- Plane Angle
- Power
- Pressure
- Solid Angle
- Temperature
- Time
- Volume

Activity

To enter	Unit symbol	In Math, type
Becquerel	Bq	<i>uBq</i>
Curie	Ci	<i>uCi</i>

Amount of substance

To enter	Unit symbol	In Math, type
Attomole	amol	<i>uamol</i>
Examole	Emol	<i>uEmol</i>
Femtomole	fmol	<i>ufmol</i>
Gigamole	Gmol	<i>uGmol</i>
Kilomole	kmol	<i>ukmol</i>
Megamole	Mmol	<i>uMmol</i>
Micromole	μmol	<i>umcmol</i>
Millimole	mmol	<i>ummol</i>
Mole	mol	<i>umol</i>
Nanomole	nmol	<i>unmol</i>
Petamole	Pmol	<i>uPmol</i>
Picomole	pmol	<i>upmol</i>
Teramole	Tmol	<i>uTmol</i>

Area

To enter	Unit symbol	In Math, type
Acre	acre	<i>uacre</i>
Hectare	hectare	<i>uhectare</i>
Square foot	ft ²	<i>uft</i> (insert superscript)
Square inch	in ²	<i>uin</i> (insert superscript)
Square meter	m ²	<i>ume</i> (insert superscript)

Current

To enter	Unit symbol	In Math, type
Ampere	A	<i>uA</i>
Kiloampere	kA	<i>ukA</i>
Microampere	μA	<i>umcA</i>
Milliampere	mA	<i>umA</i>
Nanoampere	nA	<i>unA</i>

Electric capacitance

To enter	Unit symbol	In Math, type
Farad	F	<i>uF</i>
Microfarad	μF	<i>umcF</i>
Millifarad	mF	<i>umF</i>
Nanofarad	nF	<i>unF</i>
Picofarad	pF	<i>upF</i>

Electric charge

To enter	Unit symbol	In Math, type
Coulomb	C	<i>uCo</i>

Electric conductance

To enter	Unit symbol	In Math, type
Kilosiemens	kS	<i>ukS</i>
Microsiemens	μS	<i>umcS</i>
Millisiemens	mS	<i>umS</i>
Siemens	S	<i>uS</i>

Electric potential difference

To enter	Unit symbol	In Math, type
Kilovolt	kV	<i>ukV</i>
Megavolt	MV	<i>uMV</i>
Microvolt	μV	<i>umcV</i>
Millivolt	mV	<i>umV</i>
Nanovolt	nV	<i>unV</i>
Picovolt	pV	<i>upV</i>
Volt	V	<i>uV</i>

Electric resistance

To enter	Unit symbol	In Math, type
Gigaohm	GΩ	<i>uGohm</i>
Kiloohm	kΩ	<i>ukohm</i>
Megaohm	MΩ	<i>uMohm</i>
Milliohm	mΩ	<i>umohm</i>
Ohm	Ω	<i>uohm</i>

Energy

To enter	Unit symbol	In Math, type
British thermal unit	Btu	<i>uBtu</i>
Calorie	cal	<i>ucal</i>
Electron volt	eV	<i>ueV</i>
Erg	erg	<i>uerg</i>
Gigaelectronvolt	GeV	<i>uGeV</i>
Gigajoule	GJ	<i>uGJ</i>
Joule	J	<i>uJ</i>
Kilocalorie	kcal	<i>ukcal</i>
Kilojoule	kJ	<i>ukJ</i>
Megaelectronvolt	MeV	<i>uMeV</i>
Megajoule	MJ	<i>uMJ</i>
Microjoule	μJ	<i>umcJ</i>
Millijoule	mJ	<i>umJ</i>
Nanojoule	nJ	<i>unJ</i>

Force

To enter	Unit symbol	In Math, type
Dyne	dyn	<i>udyn</i>
Kilonewton	kN	<i>ukN</i>
Meganewton	MN	<i>uMN</i>
Micronewton	μN	<i>umcN</i>
Millinewton	mN	<i>umN</i>
Newton	N	<i>uN</i>
Ounce-force	ozf	<i>uozf</i>
Pound-force	lbf	<i>ulbf</i>

Frequency

To enter	Unit symbol	In Math, type
Exahertz	EHz	<i>uEHz</i>
Gigahertz	GHz	<i>uGHz</i>
Hertz	Hz	<i>uHz</i>
Kilohertz	kHz	<i>ukHz</i>
Megahertz	MHz	<i>uMHz</i>
Petahertz	PHz	<i>uPHz</i>
Terahertz	THz	<i>uTHz</i>

Illuminance

To enter	Unit symbol	In Math, type
Footcandle	fc	<i>ufc</i>
Lux	lx	<i>ulx</i>
Phot	phot	<i>uphot</i>

Length

To enter	Unit symbol	In Math, type
Angstrom	Å	<i>uan</i>
Attometer	am	<i>uame</i>
Centimeter	cm	<i>ucm</i>
Decimeter	dm	<i>udme</i>
Femtometer	fm	<i>ufme</i>
Foot	ft	<i>uft</i>
Inch	in	<i>uin</i>
Kilometer	km	<i>ukme</i>
Meter	m	<i>ume</i>
Micrometer	µm	<i>umcme</i>
Mile	mi	<i>umi</i>
Millimeter	mm	<i>umme</i>
Nanometer	nm	<i>unme</i>
Picometer	pm	<i>upme</i>

Luminance

To enter	Unit symbol	In Math, type
Stilb	sb	<i>usb</i>

Luminous flux

To enter	Unit symbol	In Math, type
Lumen	lm	<i>ulm</i>

Luminous intensity

To enter	Unit symbol	In Math, type
Candela	cd	<i>ucd</i>

Magnetic flux

To enter	Unit symbol	In Math, type
Maxwell	Mx	<i>uMx</i>
Microweber	µWb	<i>umcWb</i>
Milliweber	mWb	<i>umWb</i>
Nanoweber	nWb	<i>unWb</i>
Weber	Wb	<i>uWb</i>

Magnetic flux density

To enter	Unit symbol	In Math, type
Gauss	G	<i>uGa</i>
Microtesla	μT	<i>umcT</i>
Millitesla	mT	<i>umT</i>
Nanotesla	nT	<i>unT</i>
Picotesla	pT	<i>upT</i>
Tesla	T	<i>uTe</i>

Magnetic inductance

To enter	Unit symbol	In Math, type
Henry	H	<i>uHe</i>
Microhenry	μH	<i>umcH</i>
Millihenry	mH	<i>umH</i>

Mass

To enter	Unit symbol	In Math, type
Atomic mass unit	u	<i>uu</i>
Centigram	cg	<i>ucg</i>
Decigram	dg	<i>udg</i>
Gram	g	<i>ugr</i>
Kilogram	kg	<i>ukg</i>
Microgram	μg	<i>umcg</i>
Milligram	mg	<i>umg</i>
Pound-mass	lb	<i>ulbm</i>
Slug	slug	<i>uslug</i>

Plane angle

To enter	Unit symbol	In Math, type
Degree	°	<i>udeg</i>
Microradian	μrad	<i>umcrad</i>
Milliradian	mrad	<i>umrad</i>
Minute	'	<i>udmn</i>
Radian	rad	<i>urad</i>
Second	"	<i>uds</i>

Power

To enter	Unit symbol	In Math, type
Gigawatt	GW	<i>uGW</i>
Horsepower	hp	<i>uhp</i>
Kilowatt	kW	<i>ukW</i>
Megawatt	MW	<i>uMW</i>
Microwatt	μW	<i>umcW</i>
Milliwatt	mW	<i>umW</i>
Nanowatt	nW	<i>unW</i>
Watt	W	<i>uWa</i>

Pressure

To enter	Unit symbol	In Math, type
Atmosphere	atm	<i>uatm</i>
Bar	bar	<i>ubar</i>
Kilobar	kbar	<i>ukbar</i>
Kilopascal	kPa	<i>ukPa</i>
Megapascal	MPa	<i>uMPa</i>
Micropascal	μPa	<i>umcPa</i>
Millibar	mbar	<i>umbar</i>
Millimeters of Mercury at 0 °C	mmHg	<i>ummHg</i>
Pascal	Pa	<i>uPa</i>
Torr	torr	<i>utorr</i>

Solid angle

To enter	Unit symbol	In Math, type
Steradian	sr	<i>usr</i>

Temperature

To enter	Unit symbol	In Math, type
Celsius	°C	<i>ucel</i>
Fahrenheit	°F	<i>ufahr</i>
Kelvin	K	<i>uK</i>

Time

To enter	Unit symbol	In Math, type
Attosecond	as	<i>uas</i>
Day	d	<i>uda</i>
Femtosecond	fs	<i>ufs</i>
Hour	h	<i>uhr</i>
Microsecond	μs	<i>umcs</i>
Millisecond	ms	<i>ums</i>
Minute	mn	<i>umn</i>
Nanosecond	ns	<i>uns</i>
Picosecond	ps	<i>ups</i>
Second	s	<i>use</i>
Year	y	<i>uy</i>

Volume

To enter	Unit symbol	In Math, type
Cubic foot	ft ³	<i>uft</i> (insert superscript)
Cubic inch	in ³	<i>uin</i> (insert superscript)
Cubic meter	m ³	<i>ume</i> (insert superscript)
Gallon (U.S.)	gal	<i>ugal</i>
Liter	l	<i>uli</i>
Milliliter	ml	<i>uml</i>
Pint	pint	<i>upint</i>
Quart	qt	<i>uqt</i>

Editing and scrolling

To	Press
Copy the selection to clipboard	Ctrl+c
Cut the selection to clipboard	Ctrl+x
Paste from clipboard	Ctrl+v
Edit Properties	Ctrl+F5
Undo the last deletion	Ctrl+z
Refresh the active view	Esc or Shift+Esc ^t
Delete	Delete
Find	Ctrl+Q
Replace	Ctrl+W
Negate the character to the left	Ctrl+N
Delete the word to the right	Ctrl+Delete
Delete the word to the left	Ctrl+Backspace

To move	Press
To the left	left arrow
To the right	right arrow
Up	up arrow
Down	down arrow
To start of the line	Home
To end of the line	End
To next screen	Page Down
To previous screen	Page Up ^t
To document start	Ctrl+Home
To document end	Ctrl+End
To next field inside a template	Tab or arrow keys
To previous field inside a template	Shift+Tab or arrow keys
To outside a template	right arrow or left arrow or spacebar
To the word to the right of the insertion point	Ctrl+right arrow
To the word to the left of the insertion point	Ctrl+left arrow
Between open documents	Ctrl+Tab

To select	Press
The following screen	Shift+Page Down
The previous screen	Shift+Page Up
The word to the right of the insertion point	Ctrl+Shift+right arrow
The word to the left of the insertion point	Ctrl+Shift+left arrow
The object or symbol to the left of the insertion point	Shift+left arrow
The object or symbol to the right of the insertion point	Shift+right arrow
Everything in the document	Ctrl+A
Everything between the insertion point and the start of the line	Shift+Home
Everything between the insertion point and the end of the line	Shift+End
Everything between the insertion point and the start of the document	Ctrl+Shift+Home
Everything between the insertion point and the end of the document	Ctrl+Shift+End
A command	Alt+the underlined letter for the menu+ the underlined letter for the command

To select	Press
Open a file	Ctrl+O
Close a file	Ctrl+F4
Print	Ctrl+P
Exit	Alt+F4
Open Help contents	F1