**Daftar Lengkap Shortcut Microsoft Word untuk macOS**

**Shortcut Umum**

| **Shortcut** | **Fungsi** |
| --- | --- |
| **⌘+N** | **Membuat dokumen baru** |
| **⌘+O** | **Membuka dokumen** |
| **⌘+S** | **Menyimpan dokumen** |
| **⌘+Shift+S** | **Save As** |
| **⌘+W** | **Menutup dokumen** |
| **⌘+Q** | **Keluar dari Word** |
| **⌘+Z** | **Undo** |
| **⌘+Y atau ⌘+Shift+Z** | **Redo** |
| **⌘+C** | **Copy** |
| **⌘+X** | **Cut** |
| **⌘+V** | **Paste** |
| **⌘+A** | **Select All** |
| **⌘+P** | **Print** |
| **⌘+F** | **Find** |
| **⌘+H** | **Replace** |
| **Esc** | **Membatalkan tindakan atau menutup dialog** |

**Navigasi**

| **Shortcut** | **Fungsi** |
| --- | --- |
| **fn+← atau Home** | **Awal baris** |
| **fn+→ atau End** | **Akhir baris** |
| **⌘+↑ atau ⌘+Home** | **Awal dokumen** |
| **⌘+↓ atau ⌘+End** | **Akhir dokumen** |
| **fn+↑ atau Page Up** | **Naik satu layar** |
| **fn+↓ atau Page Down** | **Turun satu layar** |
| **⌘+Page Up** | **Pindah ke halaman sebelumnya** |
| **⌘+Page Down** | **Pindah ke halaman berikutnya** |
| **Option+←** | **Pindah satu kata ke kiri** |
| **Option+→** | **Pindah satu kata ke kanan** |
| **Option+↑** | **Pindah satu paragraf ke atas** |
| **Option+↓** | **Pindah satu paragraf ke bawah** |
| **⌘+G** | **Go To dialog** |
| **Shift+F5** | **Kembali ke posisi edit terakhir** |
| **Option+⌘+Z** | **Kembali ke posisi edit terakhir** |
| **Option+⌘+Page Up** | **Beralih ke jendela sebelumnya** |
| **Option+⌘+Page Down** | **Beralih ke jendela berikutnya** |

**Pemformatan Teks**

| **Shortcut** | **Fungsi** |
| --- | --- |
| **⌘+B** | **Bold** |
| **⌘+I** | **Italic** |
| **⌘+U** | **Underline** |
| **⌘+Shift+W** | **Underline kata** |
| **⌘+Shift+D** | **Double underline** |
| **⌘+Shift+A** | **ALL CAPS** |
| **⌘+Shift+K** | **Small caps** |
| **Shift+F3** | **Mengubah huruf besar/kecil** |
| **⌘+=** | **Subscript** |
| **⌘+Shift++** | **Superscript** |
| **⌘+Space** | **Menghapus pemformatan** |
| **⌘+]** | **Memperbesar ukuran font 1 pt** |
| **⌘+[** | **Memperkecil ukuran font 1 pt** |
| **⌘+Shift+>** | **Memperbesar ukuran font** |
| **⌘+Shift+<** | **Memperkecil ukuran font** |
| **⌘+D** | **Font dialog box** |
| **⌘+Shift+F** | **Font dialog box** |
| **⌘+Shift+H** | **Hidden text** |
| **⌘+K** | **Insert hyperlink** |
| **⌘+E** | **Center text** |
| **⌘+L** | **Left align text** |
| **⌘+R** | **Right align text** |
| **⌘+J** | **Justify text** |
| **⌘+1** | **Single line spacing** |
| **⌘+2** | **Double line spacing** |
| **⌘+5** | **1.5 line spacing** |
| **⌘+0** | **Add/remove 1 line space before paragraph** |
| **⌘+T** | **Create hanging indent** |
| **⌘+Shift+T** | **Reduce hanging indent** |
| **⌘+M** | **Indent paragraph** |
| **⌘+Shift+M** | **Reduce paragraph indent** |

**Insert dan Delete**

| **Shortcut** | **Fungsi** |
| --- | --- |
| **Return** | **Baris baru / paragraf baru** |
| **Shift+Return** | **Line break (soft return)** |
| **⌘+Return** | **Page break** |
| **⌘+Shift+Return** | **Column break** |
| **Delete** | **Hapus satu karakter ke kiri** |
| **fn+Delete** | **Hapus satu karakter ke kanan** |
| **Option+Delete** | **Hapus satu kata ke kiri** |
| **Option+fn+Delete** | **Hapus satu kata ke kanan** |
| **Option+⌘+-** | **Optional hyphen** |
| **⌘+-** | **Non-breaking hyphen** |
| **⌘+Shift+Space** | **Non-breaking space** |
| **Control+Shift+;** | **Insert current date** |
| **Control+Shift+:** | **Insert current time** |
| **Option+G** | **Insert copyright symbol (©)** |
| **Option+R** | **Insert registered trademark (®)** |
| **Option+2** | **Insert trademark symbol (™)** |
| **Option+;** | **Insert ellipsis (...)** |
| **⌘+Control+F2** | **Open new document** |
| **Control+click** | **Display context menu** |

**Seleksi Teks**

| **Shortcut** | **Fungsi** |
| --- | --- |
| **Shift+→** | **Seleksi satu karakter ke kanan** |
| **Shift+←** | **Seleksi satu karakter ke kiri** |
| **Shift+↑** | **Seleksi satu baris ke atas** |
| **Shift+↓** | **Seleksi satu baris ke bawah** |
| **Shift+Option+→** | **Seleksi satu kata ke kanan** |
| **Shift+Option+←** | **Seleksi satu kata ke kiri** |
| **Shift+Option+↑** | **Seleksi hingga awal paragraf** |
| **Shift+Option+↓** | **Seleksi hingga akhir paragraf** |
| **Shift+Home** | **Seleksi hingga awal baris** |
| **Shift+End** | **Seleksi hingga akhir baris** |
| **⌘+Shift+Home** | **Seleksi hingga awal dokumen** |
| **⌘+Shift+End** | **Seleksi hingga akhir dokumen** |
| **F8** | **Extend selection mode** |
| **Shift+F8** | **Reduce selection size** |
| **Option+⌘+F8** | **Column selection** |
| **Shift+Page Up** | **Seleksi satu layar ke atas** |
| **Shift+Page Down** | **Seleksi satu layar ke bawah** |
| **Esc** | **Cancel selection** |
| **⌘+8** | **Show/hide formatting marks** |

**Tabel**

| **Shortcut** | **Fungsi** |
| --- | --- |
| **Tab** | **Pindah ke sel berikutnya** |
| **Shift+Tab** | **Pindah ke sel sebelumnya** |
| **Option+Tab** | **Insert tab dalam sel** |
| **↓** | **Pindah ke baris bawah** |
| **↑** | **Pindah ke baris atas** |
| **Control+⌘+Space** | **Seleksi seluruh tabel** |
| **Option+⌘+I** | **Insert baris baru** |
| **Control+A** | **Seleksi seluruh sel** |
| **Control+Tab** | **Insert tab dalam sel** |
| **Option+fn+Delete** | **Hapus sel** |

**Tampilan**

| **Shortcut** | **Fungsi** |
| --- | --- |
| **Option+⌘+P** | **Print Layout view** |
| **Option+⌘+O** | **Outline view** |
| **Option+⌘+N** | **Draft view** |
| **Option+⌘+W** | **Web Layout view** |
| **Option+⌘+F** | **Focus view/Read Mode** |
| **Control+⌘+F** | **Full screen mode** |
| **⌘+Shift+N** | **Normal style** |
| **Option+F1** | **Show/hide ribbon** |
| **Option+⌘+T** | **Document map pane** |
| **Option+⌘+F** | **Footnotes pane** |
| **Option+⌘+H** | **Headers/Footers** |
| **Option+⌘+I** | **Print Preview** |
| **Option+⌘+Z** | **Zoom dialog** |
| **⌘+F2** | **Print Preview toggle** |
| **Option+⌘+\** | **Split window** |
| **Option+⌘+S** | **Remove window split** |

**Review dan Editing**

| **Shortcut** | **Fungsi** |
| --- | --- |
| **⌘+Shift+E** | **Toggle Track Changes** |
| **Option+⌘+M** | **Insert comment** |
| **Option+Delete** | **Delete previous word** |
| **⌘+F7** | **Spell and grammar check** |
| **⌘+Shift+F7** | **Thesaurus** |
| **Option+F7** | **Find next spelling error** |
| **Option+Shift+F7** | **Research pane** |
| **F4** | **Repeat last action** |
| **Option+⌘+C** | **Compare documents** |
| **Option+F5** | **Restore window size** |
| **Shift+F6** | **Go to previous pane** |
| **⌘+`** | **Switch between open Word windows** |

**Paragraf dan Styles**

| **Shortcut** | **Fungsi** |
| --- | --- |
| **⌘+Q** | **Remove paragraph formatting** |
| **Option+⌘+1** | **Apply Heading 1 style** |
| **Option+⌘+2** | **Apply Heading 2 style** |
| **Option+⌘+3** | **Apply Heading 3 style** |
| **⌘+Shift+L** | **Apply List style** |
| **⌘+Shift+S** | **Apply styles pane** |
| **Shift+Tab (in outline view)** | **Promote paragraph** |
| **Tab (in outline view)** | **Demote paragraph** |
| **Option+⌘+V** | **Paste special** |
| **F11** | **Go to next field** |
| **Shift+F11** | **Go to previous field** |
| **⌘+F11** | **Lock field** |
| **⌘+Shift+F11** | **Unlock field** |
| **⌘+Option+S** | **Styles pane** |

**Referensi dan Mail Merge**

| **Shortcut** | **Fungsi** |
| --- | --- |
| **Option+Shift+I** | **Mark citation** |
| **Option+Shift+X** | **Mark index entry** |
| **Option+Shift+O** | **Mark table of contents entry** |
| **⌘+F9** | **Insert empty field** |
| **Shift+F9** | **Toggle field codes** |
| **Option+F9** | **Toggle field codes for all fields** |
| **F9** | **Update field** |
| **⌘+Shift+F9** | **Unlink field** |
| **Option+Shift+F9** | **Run GOTOBUTTON or MACROBUTTON** |
| **Option+F11** | **Visual Basic Editor** |
| **Option+⌘+E** | **Edit mail merge document** |
| **Option+⌘+M** | **Mail merge document** |
| **Option+⌘+K** | **Preview mail merge** |

**Header dan Footer**

| **Shortcut** | **Fungsi** |
| --- | --- |
| **Option+⌘+R** | **Go to header or footer** |
| **Option+Shift+P** | **Switch between header/footer** |
| **Option+Shift+H** | **Same as Previous button** |
| **Option+Page Down** | **Move to next section/header/footer** |
| **Option+Page Up** | **Move to previous section/header/footer** |
| **Esc (when in header/footer)** | **Close header/footer** |
| **Double-click** | **Switch between doc and header/footer** |

**Shortcut Menu Tabs (dengan tombol Control)**

| **Shortcut** | **Fungsi** |
| --- | --- |
| **Control+F1** | **File menu** |
| **Control+F2** | **Home tab** |
| **Control+F3** | **Insert tab** |
| **Control+F4** | **Design tab** |
| **Control+F5** | **Layout tab** |
| **Control+F6** | **References tab** |
| **Control+F7** | **Mailings tab** |
| **Control+F8** | **Review tab** |
| **Control+F9** | **View tab** |
| **Control+F10** | **Help tab** |

**Shortcut Function Keys**

| **Shortcut** | **Fungsi** |
| --- | --- |
| **F1** | **Help** |
| **F2** | **Move text or graphics** |
| **F3** | **Insert AutoText** |
| **F4** | **Repeat last action** |
| **F5 atau ⌘+G** | **Go To** |
| **F6** | **Next pane or frame** |
| **F7** | **Spell Check** |
| **F8** | **Extend selection** |
| **F9** | **Update fields** |
| **F10** | **Show menu/ribbon shortcuts** |
| **F11** | **Next field** |
| **F12** | **Save As** |

**Shortcut Tambahan**

| **Shortcut** | **Fungsi** |
| --- | --- |
| **⌘+Option+C** | **Copy formatting** |
| **⌘+Option+V** | **Paste formatting** |
| **⌘+F8** | **Extend selection** |
| **Option+⌘+F** | **Insert footnote** |
| **Option+⌘+D** | **Insert endnote** |
| **⌘+Shift+C** | **Word count** |
| **⌘+Option+=** | **Formula dialog** |
| **⌘+Return** | **Insert page break** |
| **⌘+Option+Q** | **Toggle Navigation Pane** |
| **⌘+Option+R** | **Toggle Ruler** |
| **⌘+Option+I** | **Properties dialog** |
| **⌘+Option+F1** | **Show/hide Office Assistant** |
| **⌘+Option+M** | **Show/hide markup** |
| **Option+⌘+W** | **Web Layout view** |
| **Option+Enter** | **Properties dialog** |
| **Control+Enter** | **Insert column break in table** |
| **Option+`** | **Switch between languages** |
| **⌘+Option+-** | **Optional hyphen** |
| **⌘+Shift+\_** | **Non-breaking hyphen** |
| **⌘+.** | **Show/hide hidden text** |
| **Option+X** | **Insert Unicode character** |
| **Control+⌘+G** | **Apply character formatting again** |
| **Control+⌘+Space** | **Reset character formatting** |
| **Control+⌘+Clear** | **Reset paragraph formatting** |
| **Option+⌘+F12** | **Print dialog** |
| **Option+⌘+T** | **Document map** |