

Keyboard shortcuts in Word

Word for Microsoft 365, [More...](#)

Many users find that using an external keyboard with keyboard shortcuts for Word helps them work more efficiently. For users with mobility or vision disabilities, keyboard shortcuts can be easier than using the touchscreen, and are an essential alternative to using a mouse.

Notes:

- The shortcuts in this topic refer to the US keyboard layout. Keys for other layouts might not correspond exactly to the keys on a US keyboard.
- A plus sign (+) in a shortcut means that you need to press multiple keys at the same time.
- A comma sign (,) in a shortcut means that you need to press multiple keys in order.

Windows

macOS

iOS



This article describes the keyboard shortcuts in Word for iOS.

Notes:

- If you're familiar with keyboard shortcuts on your macOS computer, the same key combinations work with Word for iOS using an external keyboard, too. The shortcuts listed in this article are the only ones that will work in this version of Word.
- To quickly find a shortcut in this article, you can use Search. Press Command+F, and then type your search words.

In this topic

- [Navigate the document](#)
- [Edit and format the document](#)

Navigate the document

To do this	Press
Find text.	⌘ +F
Move the cursor up by one paragraph.	Option+Up arrow key
Move the cursor down by one paragraph.	Option+Down arrow key
Move the cursor left by one word.	Option+Left arrow key
Move the cursor right by one word.	Option+Right arrow key
Move the cursor to the beginning of the current line.	⌘ +Left arrow key
Move the cursor to the end of the current line.	⌘ +Right arrow key
Select text.	Shift+Arrow keys
Select the paragraph above.	Shift+Option+Up arrow key
Select the paragraph below.	Shift+Option+Down arrow key
Select the word to the left.	Shift+Option+Left arrow key
Select the word to the right.	Shift+Option+Right arrow key
Select from the current position to the beginning of the line.	Shift+ ⌘ +Left arrow key
Select from the current position to the end of the line.	Shift+ ⌘ +Right arrow key
Select all document content.	⌘ +A

[Top of page](#)

Edit and format the document

To do this	Press
Undo the previous action.	Command+Z
Redo the previous action, if possible.	Command+Y
Cut the selected content to the Clipboard.	Command+X
Copy the selected content to the Clipboard.	Command+C
Paste the content from the Clipboard.	Command+V
Bold the selected text.	Command+B
Italicize the selected text.	Command+I
Underline the selected text.	Command+U
Insert a line break.	Shift+Return