

6 WORD SHORTCUTS EVERY WRITER SHOULD KNOW

1

Navigating your text

CTRL + arrows

Move faster around your document, jumping to the next word or paragraph.

2

Pick up where you left off

Shift + F5

Moves the cursor to the location of the previous revision, including the last revision before a document was closed (if you do it right after opening the document).

3

Delete whole words

Ctrl + Backspace, Ctrl + Delete

Deletes a whole word to the left or right, saving you from hitting that key a bunch of times, or holding it down (too long, by accident).

4

Apply headings

Ctrl + Alt + 1, 2, or 3

Applying styled headings to things like chapter headings means you can format them all at once with fewer clicks, navigate your document easily in the Navigation pane, and generate a useful Table of Contents to help your reader find their way around.

5

Insert a page break

Ctrl + Enter

Use page breaks before new chapters to make sure each chapter appears on a fresh page.

6

Insert a comment

Ctrl + Alt + M

Add a note to yourself, or to your editor. This is especially helpful when revising!



6 WORD SHORTCUTS EVERY WRITER SHOULD KNOW

1

Navigating your text

Option + left and right arrows, ⌘ + up and down arrows

Move faster around your document, jumping to the next word or paragraph.

2

Pick up where you left off

Shift + F5

Moves the cursor to the location of the previous revision, including the last revision before a document was closed (if you do it right after opening the document).

3

Create a hanging indent

⌘ + T

Makes the first line of the paragraph indented. Use ⌘ + Shift + T to remove it.

4

Apply headings

⌘ + Option + 1, 2, or 3

Applying styled headings to things like chapter headings means you can format them all at once with fewer clicks, navigate your document easily in the Navigation pane, and generate a useful Table of Contents to help your reader find their way around.

5

Insert a page break

⌘ + Return

Use page breaks before new chapters to make sure each chapter appears on a fresh page.

6

Insert a comment

⌘ + Option + A

Add a note to yourself, or to your editor. This is especially helpful when revising!

