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1. Basic Document Shortcuts

Action	Shortcut (Windows)	Shortcut (Mac)
New Document	Ctrl + N	Command + N
Open Document	Ctrl + O	Command + O
Save Document	Ctrl + S	Command + S
Save As	F12 / Ctrl + Shift + S	Command + Shift + S
Print	Ctrl + P	Command + P
Close Document	Ctrl + W	Command + W
Undo	Ctrl + Z	Command + Z
Redo	Ctrl + Y	Command + Y / Shift + Z
Copy	Ctrl + C	Command + C
Cut	Ctrl + X	Command + X
Paste	Ctrl + V	Command + V
Select All	Ctrl + A	Command + A
Find	Ctrl + F	Command + F
Replace	Ctrl + H	Control + H
Open Help	F1	Command + /

2. Navigation Shortcuts

Action	Shortcut (Windows)	Shortcut (Mac)
Move to Start of Document	Ctrl + Home	Command + ↑
Move to End of Document	Ctrl + End	Command + ↓
Move to Beginning of Line	Home	Command + ←
Move to End of Line	End	Command + →
Next Word	Ctrl + →	Option + →
Previous Word	Ctrl + ←	Option + ←
Next Paragraph	Ctrl + ↓	Command + ↓
Previous Paragraph	Ctrl + ↑	Command + ↑
Scroll Up/Down (One Screen)	Page Up / Page Down	Fn + ↑ / Fn + ↓

3. Text Formatting

Action	Shortcut (Windows)	Shortcut (Mac)
Bold	Ctrl + B	Command + B
Italic	Ctrl + I	Command + I
Underline	Ctrl + U	Command + U
Strikethrough	Ctrl + D (Open Font)	Command + Shift + X
Superscript	Ctrl + Shift + +	Command + Shift + +
Subscript	Ctrl + =	Command + =
Increase Font Size	Ctrl + Shift + >	Command + Shift + >
Decrease Font Size	Ctrl + Shift + <	Command + Shift + <
Change Case (Toggle)	Shift + F3	Command + Shift + K
Center Text	Ctrl + E	Command + E
Left Align	Ctrl + L	Command + L
Right Align	Ctrl + R	Command + R
Justify Text	Ctrl + J	Command + J

4. Paragraph Formatting

Action	Shortcut (Windows)	Shortcut (Mac)
Indent Paragraph (Increase)	Ctrl + M	Command +]
Indent Paragraph (Decrease)	Ctrl + Shift + M	Command + [
Line Spacing (1.0)	Ctrl + 1	Command + 1
Line Spacing (1.5)	Ctrl + 5	Command + 5
Line Spacing (2.0)	Ctrl + 2	Command + 2
Bulleted List	Ctrl + Shift + L	Command + Shift + L
Numbered List	Ctrl + Shift + N	Command + Shift + N
Hanging Indent	Ctrl + T	Command + T
Remove Paragraph Formatting	Ctrl + Q	Command + Option + Q

5. Inserting and Editing

Action	Shortcut (Windows)	Shortcut (Mac)
Insert Hyperlink	Ctrl + K	Command + K
Insert Page Break	Ctrl + Enter	Command + Return
Insert Footnote	Alt + Ctrl + F	Command + Option + F
Insert Comment	Ctrl + Alt + M	Command + Option + A
Insert Table	Alt + N + T	Control + Option + T
Insert Date	Alt + Shift + D	Command + Shift + D

6. Tables and Cells

Action	Shortcut (Windows)	Shortcut (Mac)
Select Row	Shift + Space	Shift + Space
Select Column	Ctrl + Space	Command + Space
Move to Next Cell	Tab	Tab
Move to Previous Cell	Shift + Tab	Shift + Tab
Add New Row at Bottom Tab (Last Cell)		Tab (Last Cell)

Action	Shortcut (Windows)	Shortcut (Mac)
Delete Row	Ctrl + Shift + -	Command + Shift + -

7. Review and Proofing

Action	Shortcut (Windows)	Shortcut (Mac)
Spelling and Grammar Check	F7	Command + :
Thesaurus	Shift + F7	Command + Shift + Option + T
Word Count	Ctrl + Shift + G	Command + Shift + G
Track Changes (Toggle)	Ctrl + Shift + E	Command + Shift + E
Accept Changes	Alt + Shift + A	Command + Option + A

Pro Tip: Use Ctrl + Shift + C (Windows) or Command + Shift + C (Mac) to copy formatting and Ctrl + Shift + V to paste it onto selected text!