

Keyboard Shortcuts

Use these simple tricks to make writing and formatting your assignments easier!

Function	Mac shortcut	Description	Windows shortcut	Mac shortcut
Bold		Bolds the selected text. If no text is selected, it will bold the next thing typed.	Ctrl + B Press this combination again to turn off bold.	Command + B Press this combination again to turn off bold.
Italic		<i>Italicizes</i> the selected text. If no text is selected, it will italicize the next thing typed.	Ctrl + I Press this combination again to turn off italics	Command + I Press this combination again to turn off italics
Underline		<u>Underlines</u> the selected text. If no text is selected, it will underline the next thing typed.	Ctrl + U Press this combination again to turn off underline.	Command + U Press this combination again to turn off underline.
Hanging Indent		Aligns the first line of a paragraph with the left margin, and indents each subsequent line. Commonly used for reference lists.	Highlight text, then Ctrl + T *Note: This does not work in a browser. It will open a new tab instead.	No shortcut exists for this function on a Mac. Manually adjust the indent with the ruler instead.
Cut		Removes the selected text or image, and places it on the clipboard to be pasted elsewhere later.	Ctrl + X	Command + X
Copy		Makes a copy of the selected text or image (without removing it) and places it on the clipboard to be pasted elsewhere later.	Ctrl + C	Command + C
Paste		Inserts text or an image from the clipboard.	Ctrl + V	Command + V
Erase word (Back)		Erases a full word to the left of the cursor, instead of one character at a time.	Ctrl + Backspace	Option + Delete
Erase word (Forwards)		Erases a full word to the right of the cursor, instead of one character at a time.	Ctrl + Delete	This function is not available on Macs.
Highlight		Highlights text without using the mouse.	Hold Shift + press the arrow keys to highlight text to the left or right.	Hold Shift + press the arrow keys to highlight text to the left or right.
Undo		Undoes the last action.	Ctrl + Z	Command + Z

Redo	Redoes an action that was previously undone.	Ctrl + Y	Command + Shift + Z
Scroll by word	Moves the cursor a full word left or right, instead of navigating one character at a time or holding down the arrow key.	Ctrl + left/right arrow key	Option + left/right arrow key
Insert page break	Adds a new blank page. Place the cursor above text to move the text down to the next page.	Ctrl + Enter	Fn + Command + Return
Superscript	Types small characters ^{above} the line of the text. Useful for footnotes.	Ctrl + Shift + = Press this combination again to turn off superscript.	Command + Shift + = Press this combination again to turn off superscript.
Subscript	Types small characters _{below} the line of text. Useful for chemical formulas.	Ctrl + = Press this combination again to turn off subscript.	Command + = Press this combination again to turn off subscript.
Find	Opens a search bar to help locate a word or phrase on the page. This also works for PDFs and web pages.	Ctrl + F	Command + F
Print	Prints the document.	Ctrl + P	Command + P
Save	Saves the document.	Ctrl + S	Command + S

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