

# Keyboard Shortcuts

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

Function Mac shortcut	Description	Windows shortcut	Windows shortcut
Bold	<b>Bolds</b> the selected text. If no text is selected, it will bold the next thing typed.	<b>Ctrl + B</b> Press this combination again to turn off bold.	<b>Command + B</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.	<b>Ctrl + I</b> Press this combination again to turn off italics	<b>Command + I</b> 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.	<b>Ctrl + U</b> Press this combination again to turn off underline.	<b>Command + U</b> 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 <b>Ctrl + T</b> *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.	<b>Ctrl + X</b>	<b>Command + X</b>
Copy	Makes a copy of the selected text or image (without removing it) and places it on the clipboard to be pasted elsewhere later	<b>Ctrl + C</b>	<b>Command + C</b>
Paste	Inserts text or an image from the clipboard.	<b>Ctrl + V</b>	<b>Command + V</b>
Erase word (Back)	Erases a full word to the left of the cursor, instead of one character at a time.	<b>Ctrl + Backspace</b>	<b>Option + Delete</b>
Erase word (Forwards)	Erases a full word to the right of the cursor, instead of one character at a time	<b>Ctrl + Delete</b>	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.	<b>Ctrl + Z</b>	<b>Command + Z</b>

Redo	Redoes an action that was previously undone.	<b>Ctrl + Y</b>	<b>Command + Shift + Z</b>
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.	<b>Ctrl + left/right arrow key</b>	<b>Option + left/right arrow key</b>
Insert page break	Adds a new blank page. Place the cursor above text to move the text down to the next page.	<b>Ctrl + Enter</b>	<b>Fn + Command + Return</b>
Superscript	Types small characters <sup>above</sup> the line of the text. Useful for footnotes.	<b>Ctrl + Shift + =</b> Press this combination again to turn off superscript.	<b>Command + Shift + =</b> Press this combination again to turn off superscript.
Subscript	Types small characters <sub>below</sub> the line of text. Useful for chemical formulas.	<b>Ctrl + =</b> Press this combination again to turn off subscript	<b>Command + =</b> 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.	<b>Ctrl + F</b>	<b>Command + F</b>
Print	Prints the document.	<b>Ctrl + P</b>	<b>Command + P</b>
Save	Saves the document.	<b>Ctrl + S</b>	<b>Command + S</b>

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