

# TOOLS AND TEMPLATES

## Microsoft Word: Keyboard Shortcut Buster

If you work in Microsoft Word, you'll understand the power of a keyboard shortcut. Bid and proposal pros spend a lot of time knee deep in documents—writing them, reviewing them, editing them, proofreading them, and so on. As trivial as they may sound, keyboard shortcuts can really save you some time on those tasks, and every second counts when a deadline's approaching!

We've rounded up some of our favourite keyboard shortcuts. Read on to get more familiar with your keyboard, update your keyboard preferences, or just test your shortcut knowledge.

**Pro tip:** Create your own keyboard shortcuts by clicking File > Options > Customize Ribbon, and then clicking 'Cutomize' next to where it says 'Keyboard shortcuts' as shown below:

Keyboard shortcuts:

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## The basics

Action	Shortcut for Windows	Shortcut for Mac
Copy	Ctrl+C	⌘+C
Paste	Ctrl+V	⌘+V
Paste (merged formatting)	Ctrl+Shift+V	⌘+Shift+V
Print	Ctrl+P	⌘+P
New document	Ctrl+N	⌘+N
Open existing document	Ctrl+O	⌘+O
Close document	Ctrl+W	⌘+W
Open 'save as' dialogue box	F12	⌘+Shift+S
Undo	Ctrl+Z	⌘+Z

## Navigation

Action	Shortcut for Windows	Shortcut for Mac
Move forward and backward a word	Ctrl+Left/right arrow key	Option+ Left/Right Arrow
Select/highlight a character at a time	Shift+Left/right arrow key	Shift+Left/Right Arrow
Select/highlight a word at a time	Ctrl+Shift+Left/right arrow key (Windows)	Shift+Left/Right Arrow
Select/highlight your whole document	Ctrl+A	⌘+A
Zoom in	Ctrl+Plus key	⌘+Option+Plus key
Zoom out	Ctrl+Minus key	⌘+Option+Minus key

## Formatting text

Action	Shortcut for Windows	Shortcut for Mac
Bold	Ctrl+B	⌘+B
Italics	Ctrl+I	⌘+I
Underline	Ctrl+U	⌘+U
Underline just words, not spaces in between	Ctrl+Shift+W	⌘+Shift+W
Strike through text	Alt+H+4	⌘+Shift+X
Pull up the font menu	Ctrl+D	⌘+D
Decrease font size	Ctrl+Shift+<	⌘+Shift+Minus key
Increase font size	Ctrl+Shift+>	⌘+Shift+Plus key

## Formatting paragraph

Action	Shortcut for Windows	Shortcut for Mac
Center alignment	Ctrl+E	⌘+E
Justified alignment	Ctrl+J	⌘+J
Left alignment	Ctrl+L	⌘+L
Right alignment	Ctrl+R	⌘+R
Paragraph indent	Ctrl+Shift+M	⌘+Shift+M

Change to single spacing	Ctrl+1	⌘+1
Change to 1.5 spacing	Ctrl+5	⌘+5
Change to double spacing	Ctrl+2	⌘+2
Page break	Ctrl+Enter	⌘+Shift+Enter

## Editing

Action	Shortcut for Windows	Shortcut for Mac
Add a comment	Highlight text first, then Ctrl+Alt+M	Highlight text first, then ⌘+Option+A
Remove word before the cursor	Ctrl+Backspace	Option+Delete
Remove word after the cursor	Ctrl+Delete	Option+Fn+Delete
Find and replace	Ctrl+H	⌘+Shift+H
Turn tracked changes on and off	Ctrl+Shift+E	Shift+E
Remove all document formatting	Ctrl+A followed by Ctrl+Space	
Change capitalization of highlighted text	Shift+F3	Fn+Shift+F3
	<b>NOTE:</b> pressing once will capitalize all text, twice will put all text in lowercase, and three times will put text into intercaps.	
Run spelling and grammar check	F7	Fn+Shift+F7

## Special characters

Action	Shortcut for Windows	Shortcut for Mac
Accent grave (à, è, ì, ò, ù)	Ctrl+` (followed by the letter you need)	Option+` (followed by the letter you need)
Accent acute (á, é, í, ó, ú)	Ctrl+' (followed by the letter you need)	Option+E (followed by the letter you need)
Circumflex (â, ê, î, ô, û)	Ctrl+Shift+^ (followed by the letter you need)	Option+l (followed by the letter you need)
Tilde (ã, ñ, õ)	Ctrl+Shift+~ (followed by the letter you need)	Option+N (followed by the letter you need)
Umlaut (ä, ë, ï, ö, ü)	Ctrl+Shift+: (followed by the letter you need)	Option+U (followed by the letter you need)
Æ	Ctrl+Shift+&+A	Option+'
Œ	Ctrl+Shift+&+O	Option+Q
Ç	Ctrl+,+C	Option+C
Ð	Ctrl+'+D	Option+D
Ø	Ctrl+/,+O	Option+O
ß	Ctrl+Shift+&+S	Option+S

## Alt codes

Symbol	Code
<b>Arrows</b>	
Up arrow (↑)	Alt+24
Down arrow (↓):	Alt+25
Right arrow (→):	Alt+26
Left arrow (←):	Alt+27
<b>Currency</b>	
Dollar sign (\$):	Alt+36
Pound sign (£):	Alt+156
Euro sign (€):	Alt+0128
Cent sign (¢):	Alt+0162
Yen sign (¥):	Alt+0165
Franc sign (₣):	Alt+8355
Peso sign (₱):	Alt+8369
Rupee sign (₹):	Alt+8377
Russian Rouble sign (₽):	Alt+8381
Turkish Lira sign (₺):	Alt+8378
<b>Punctuation</b>	
Inverted question mark (¿):	Alt+168
Inverted exclamation mark (¡):	Alt+173
En dash (–):	Alt+0150
Em dash (—):	Alt+0151
<b>Mathematical</b>	
Half fraction (½):	Alt+171
Quarter fraction (¼):	Alt+172
Three quarters fraction (¾):	Alt+243
Divide symbol (÷):	Alt+246
Degree symbol (°):	Alt+248
Squared symbol (²):	Alt+0178
Cubed symbol (³):	Alt+0179
Greater than or equal to symbol (≥):	Alt+8805
Less than or equal to symbol (≤):	Alt+8804
Square root symbol (√):	Alt+8730
Pi (π):	Alt+120645
<b>Intellectual property</b>	
Trademark symbol (™):	Alt+0153
Copyright symbol (©):	Alt+0169
Registered mark (®):	Alt+0174