# Apple Pages cheat sheet

#### Moving around within a document

Left arrow	Move one character to the left
Control + Option + F	Move to the end of the current or next word
Option + Right arrow	Move to the right edge of the current word (works for left-to-right and right-to-left text)
Cmd + Down arrow	Move the insertion point to the bottom of the current text area (document, text box, shape, or table cell
Control + A or Option + Up arrow	Move to the beginning of the paragraph
Fn + Up arrow	Move to the beginning of the document without moving the insertion point

### Selecting text

To select one or more characters, click in front of the first character and drag across the characters you want to select

Shift + Right arrow	Extend the selection one
	character to the right

# Formatting text

Shift + Cmd + C	Show the Colors window
Cmd + B	Apply boldface to selected text
Cmd + I	Apply italic to selected text
Control + Shift + Cmd + +	Make the text superscript
Control + Cmd + -	Make the text subscript
Shift + Tab	Decrease the indent level of a list item
Option + Cmd + V	Paste the graphic style of text
Option + Space	Insert a nonbreaking space
Fn + Cmd + Enter	Insert a page break

# Manipulating objects

#### General

Shift + Cmd + S Duplicate a document

Control + Cmd + F Enter full-screen view

Shift + Cmd + C Show the Colors window

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More information: defkey.com/apple-pages-

shortcuts?filter=basic

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