

WPS Writer cheat sheet

General

Ctrl + N	New blank file
Ctrl + O	Open file
Ctrl + P	Print
Ctrl + S	Save file
F12	Save as
Ctrl + Shift + E	Track changes
Ctrl + Shift + F11	Unlock field
Ctrl + Shift + F9	Field to text
Ctrl + Shift + G	Word count
Ctrl + Shift + Tab	Activate previous sub window
Ctrl + Tab	Activate next sub window
Ctrl + +	Grow zoom
Ctrl + -	Shrink zoom
F1	Help
F6	Translation
F7	Check spelling
F9	Update field
Alt + F11	Visual Basic Editor
Alt + F8	Run macro
Alt + F9	View field codes
Ctrl + F1	Task pane
Ctrl + F11	Lock field

Edit

Ctrl + A	Select all
Shift + Del or Ctrl + X	Cut
Ctrl + Insert or Ctrl + C	Copy
Shift + Insert or Ctrl + V	Paste
Ctrl + Y	Redo
Ctrl + Z	Undo
Ctrl + F	Find
Ctrl + G	Go to
Ctrl + H	Replace

Format

Ctrl + D	Font
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + =	Subscript
Ctrl + Shift + =	Superscript
Ctrl + [or Ctrl + Shift + ,	Shrink font
Ctrl +] or Ctrl + Shift + .	Grow font
Ctrl + L	Format align left
Ctrl + R	Format align right
Ctrl + E	Format align center
Ctrl + J	Format align justify
Ctrl + Shift + J	Format align distributed

Insert

Ctrl + Enter	Insert page break
Ctrl + F9	Insert blank field
Ctrl + K	Insert hyperlink

Outlining

Alt + Shift + 1	Show level on outlining 1
Alt + Shift + 2	Show level on outlining 2
Alt + Shift + 3	Show level on outlining 3
Alt + Shift + 4	Show level on outlining 4
Alt + Shift + 5	Show level on outlining 5
Alt + Shift + 6	Show level on outlining 6
Alt + Shift + 7	Show level on outlining 7
Alt + Shift + 8	Show level on outlining 8
Alt + Shift + 9	Show level on outlining 9
Alt + Shift + A	Show level on outlining all
Ctrl + Alt + Left arrow	Promote on outlining
Ctrl + Alt + Right arrow	Demote on outlining
Ctrl + Shift + N	Demote to lowest level on outlining

Source: WPS Help

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More information: defkey.com/ar/wps-writer-kingsoft-shortcuts

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