



# Microsoft Sway 1.20.1 cheat sheet

## Frequently used

Ctrl + F6	Move forward between the following main regions: Top navigation bar, Secondary navigation bar, Storyline, Design, Task pane
Shift + Ctrl + F6	Move backward between the following main regions: Top navigation bar, Secondary navigation bar, Storyline, Design, Task pane
Esc	Cancel the current action, remove the current selection, or exit the Play mode.
Ctrl + C	Copy text
Ctrl + X	Cut text
Ctrl + V	Paste text
Del	Delete the selected card and all of its contents
Ctrl + Z	Undo the last action
Ctrl + Y	Redo the last action
Alt + Shift + V	Switch to the Accessibility view
Alt + Shift + P	Turn on Play mode
Alt + Shift + S	Share the current Sway
Ctrl + +	Zoom in out
Ctrl + -	Zoom out

## Keyboard navigation

Ctrl + F6	Move forward between the following main regions: Top navigation bar, Secondary navigation bar, Storyline, Design, Task pane
Shift + Ctrl + F6	Move backward between the following main regions: Top navigation bar, Secondary navigation bar, Storyline, Design, Task pane
Alt + Shift + I	In Storyline, open the Insert pane
Alt + Shift + G	In Design, open the Styles pane

## Format text and cards

Ctrl + B	Apply bold formatting to the text
Ctrl + I	Apply italic formatting to the text
Ctrl + Alt + 1	Apply a heading style to the text
Ctrl + .	Start or continue a bulleted list
Ctrl + /	Start or continue a numbered list
Ctrl + K	Add or edit a hyperlink
Ctrl + Left click	Follow a hyperlink
Ctrl + G	Group all cards in a card selection
Ctrl + Shift + G	Ungroup all cards in a card selection
Ctrl + C	Copy all cards in a card selection
Ctrl + X	Cut all cards in a card selection
Ctrl + V	Paste all cards in a card selection

## Select and navigate text

Shift + Left arrow	Select a character to the left
Shift + Right arrow	Select a character to the right
Ctrl + Shift + Left arrow	Select left one word at a time
Ctrl + Shift + Right arrow	Select right one word at a time
Shift + Up arrow	Select up one line at a time
Shift + Down arrow	Select down one line at a time
Ctrl + Shift + U	Select up one paragraph at a time
Ctrl + Shift + Down arrow	Select down one paragraph at a time
Ctrl + Left	Go to the previous word
Ctrl + Right arrow	Go to the next word
Ctrl + Up arrow	Go to the start of the paragraph
Ctrl + Down arrow	Go to the start of the next paragraph

## Interact with cards

Space	Select the current card
Down arrow	Move focus to the next card
Up arrow	Move focus to the previous card
Right arrow	Expand the selected group or section

Left arrow	Collapse the selected group or section
Alt + Shift + Up arrow	Move the current card up in the Storyline
Alt + Shift + Down arrow	Move the current card down in the Storyline

## Play a Sway

Left arrow	Go to the previous image
Right arrow	Go to the next image
Esc or Alt + Left arrow	Exit the Play mode

## View a comparison

Tab	Move the focus to the divider line
Left arrow or Ctrl + Left arrow	Slide left
Right arrow or Alt + Right arrow or Ctrl + Right arrow	Slide right

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*More information:* [defkey.com/bn/microsoft-sway-1-20-shortcuts](https://defkey.com/bn/microsoft-sway-1-20-shortcuts)

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