Microsoft Sway (macOS) cheat sheet

Frequently used shortcuts

Control + Fn + F6	Move forward between the following main regions: Top navigation bar, Secondary navigation bar, Storyline, Design, Task pane
Control + Shift + Fn + 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.
Cmd + C	Copy text
Cmd + X	Cut text
Cmd + V	Paste text
Fn + Backspace	Delete the selected Card and all of its contents
Cmd + Z	Undo the last action
Cmd + Y	Redo the last action
Option + Shift + V	Switch to the Accessibility view
Option + Shift + P	Turn on the Play mode
Option + Shift + S	Share the current Sway

Navigate in Sway with only the keyboard

Control + Fn + F6	Move forward between the following main regions: Top navigation bar, Secondary navigation bar, Storyline, Design, Task pane
Control + Shift + Fn + F6	Move backward between the following main regions: Top navigation bar, Secondary navigation bar, Storyline, Design, Task pane
Esc	Close a help tip or Sway dialog box.
Option + Shift + I	Open and close the Insert pane.
Option + Shift + G	Open and close the Styles pane.
Cmd + Left arrow	From Play, return to the Storyline, or from Storyline, return to the Sway home page.

Format text and cards

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

Select and navigate in text

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

arrow   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
Option + Shift + Up arrow	Move the current Card up in the Storyline
Option + Shift + Down arrow	Move the current Card down in the Storyline

Play a Sway

When you preview or play your Sway, use these keyboard shortcuts to navigate.

Left arrow	Go to the previous image
Right arrow	Go to the next image
Esc or Option + Left arrow	Exit the slideshow

View a comparison

When you play a Sway that includes a comparison, use these commands to control the divider line.

Tab	Move the focus to the divider line
Left arrow	Slide left by chunks
Right arrow	Slide right by chunks
Option + Left arrow	Slide left by pixels
Option + Right arrow	Slide right by pixels
Cmd + Left arrow	Snap left
Cmd + Right arrow	Snap right

Source: Microsoft Sway documentation

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More information: *defkey.com/microsoft-sway-macos-shortcuts*