Most used text editing cheat sheet

Editing words

On Mac, use Option instead of the Ctrl key.

Ctrl + Left arrow	Move cursor to beginning of previous word
Ctrl + Right arrow	Move cursor to beginning of next word
Ctrl + Backspace	Delete previous word
Ctrl + Del	Delete next word
Ctrl + Up arrow	Move cursor to beginning of paragraph
Ctrl + Down arrow	Move cursor to end of paragraph

Moving the cursor

Home	Move cursor to beginning of current line
End	Move cursor to end of current line
Ctrl + Home	Move cursor to top of the text entry field
Ctrl + End	Move cursor to bottom of the text entry field
Page Up	Move cursor up a page/frame
Page Down	Move cursor down a page/frame

Selecting text

Shift + Left arrow / Right arrow	Select characters one at a time
Shift + Up arrow / Down arrow	Select lines on at a time
Shift + Ctrl + Up arrow / Down arrow	Select paragraphs
Shift + Home	Select the text between the cursor and the beginning of the current line
Shift + End	Select the text between the cursor and the end of the current line
Shift + Ctrl + Home	Select the text between the cursor and the beginning of the text entry field
Shift + Ctrl + End	Select the text between the cursor and the end of the text

	entry field
Shift + Page Down	Select a frame of text below the cursor
Shift + Page Up	Select a frame of text above the cursor
Ctrl + A	Select all text

You can use these shortcuts in a sequence to tweak your selection. For example press Shift + Home to select text to the beginning of current line, then press Shift + Up to also select line above it.

While a text is selected, you don't need to press Delete or Backspace. Just start typing to replace the text.

Editing text

Ctrl + C or Ctrl + Insert	Copy selected text
Ctrl + X or Shift + Del	Cut selected text
Ctrl + Z	Undo
Ctrl + Y	Redo
Del	Delete character to the right
Shift + Enter	In some rich text editors, this will mean a "soft return" or line break. It moves you to a new line without ending the paragraph. In many messaging programs, this shortcut will allow you to begin a new line without sending the message

Formatting

Formatting shortcuts are only available in rich text editors.

Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline

In languages other than English, sometimes these shortcuts gets a different letter. For example in Turkish, some programs may use Ctrl + K instead of Ctrl + B.

Functions

Most text editing programs will recognize these

shortcuts.

Ctrl + F	Opens find text dialog in most applications
F3	Find next occurence of last searched string
Shift + F3	Find previous occurence of last searched string
Ctrl + O	Open
Ctrl + S	Save
Ctrl + N	Create a new document
Ctrl + P	Print
Alt	Activate program's menu bar. You can then use arrow keys to select a menu and press Enter or down arrow key to open the menu
Alt + F	Open File menu
Alt + E	Open Edit menu
Alt + V	Open View menu

Last modification: 2/22/2020 8:34:13 AM

More information: *defkey.com/text-editing-shortcuts*

Customize this PDF...