

# 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/zh/wps-writer-kingsoft-shortcuts](https://defkey.com/zh/wps-writer-kingsoft-shortcuts)

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