



# Word 2001

## Mac Keyboard Shortcuts

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### File Menu Commands

New	⌘ + N
Open	⌘ + O
Close	⌘ + W
Save	⌘ + S
Print	⌘ + P
Quit	⌘ + Q

### Edit Menu Commands

Undo	⌘ + Z
Redo	⌘ + Y
Cut	⌘ + X
Copy	⌘ + C
Select All	⌘ + A
Paste	⌘ + V
Find	⌘ + F
Replace	⌘ + H
Go To	⌘ + G

### View Menu Commands

Normal	⌘ + OPTION + N
Outline	⌘ + OPTION + O
Page Layout	⌘ + OPTION + P

### Insert Menu Commands

Page/Column Break	⌘ + SHIFT + RETURN
Footnote	⌘ + OPTION + F

### Format Menu Commands

Font	⌘ + D
Paragraph	⌘ + OPTION + M

### Tools Menu Commands

Spelling	⌘ + OPTION + L
Thesaurus	⌘ + OPTION + R

### Window Menu

Split View	⌘ + OPTION + S
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### Other Useful Keyboard Commands

Bold	⌘ + B
Italic	⌘ + I
Underline	⌘ + U
Small Caps	⌘ + SHIFT + K
Center Text	⌘ + E
Justify Text	⌘ + J
Left Align Text	⌘ + L
Right Align Text	⌘ + R
Paragraph Indent	⌘ + M
Create Hanging Indent	⌘ + T
Reduce Hanging Indent	⌘ + SHIFT + T
Single Spacing	⌘ + 1
Double Spacing	⌘ + 2
1.5 Lines Spacing	⌘ + 5
Microsoft Word Help	⌘ + /

*You can also create your own customized keyboard shortcuts in Word. Select **Tools|Customize...** and press the **Keyboard** button to access this feature.*