



Basic Word Shortcuts

TASK

Windows

MAC

Create a new document:

Ctrl + N

⌘ + N

Select all content:

Ctrl + A

⌘ + A

Apply bold formatting:

Ctrl + B

⌘ + B

Align text to left:

Ctrl + L

⌘ + L

Align text to right:

Ctrl + R

⌘ + R

Center text:

Ctrl + E

⌘ + E

