

# Keyboard Shortcuts for Pages, Numbers, and Keynote



## File and Window Management

<b>Cmd + N</b>	Open template/theme chooser
<b>Esc</b>	Close template/theme chooser
<b>Cmd + O</b>	Open file
<b>Cmd + S</b>	Save current file
<b>Shift + Cmd + S</b>	Duplicate current file
<b>Option + Shift + Cmd + S</b>	Save current file as
<b>Cmd + P</b>	Print
<b>Shift + Cmd + P</b>	Open Page Setup dialog box
<b>Fn + Up Arrow</b>	Scroll up one page
<b>Fn + Down Arrow</b>	Scroll down one page
<b>Cmd + W</b>	Close current window
<b>Option + Cmd + W</b>	Close all windows
<b>Cmd + M</b>	Minimize current window
<b>Option + Cmd + M</b>	Minimize all windows
<b>Control + Cmd + F</b>	Switch to Full Screen mode
<b>Control + Tab</b>	Switch to next tab
<b>Shift + Control + Tab</b>	Switch to previous tab
<b>Control + Cmd + =</b>	Zoom current window
<b>Option + Control + Cmd + =</b>	Zoom all windows
<b>Cmd + H</b>	Hide current app
<b>Option + Cmd + H</b>	Hide other apps
<b>Cmd + ,</b>	Open app settings
<b>Cmd + ?</b>	Open Help window
<b>Cmd + Q</b>	Quit app
<b>Option + Cmd + Q</b>	Quit app and keep windows open

## Tool and Panel Display

<b>Shift + Cmd + ;</b>	Show Spelling and Grammar window
<b>Control + Cmd + Space</b>	Show Character Viewer (Emoji & Symbols window)
<b>Option + Cmd + E</b>	Show Edit Equation dialog box
<b>Cmd + T</b>	Show Fonts window
<b>Option + Cmd + I</b>	Toggle Inspector sidebar
<b>Control + ` (Grave)</b>	Switch to next tab in Inspector
<b>Shift + Control + ` (Grave)</b>	Switch to previous tab in Inspector
<b>Cmd + R</b>	Toggle ruler(s)
<b>Shift + Cmd + C</b>	Show Colors window
<b>Option + Cmd + T</b>	Toggle primary toolbar
<b>Cmd + drag toolbar item</b>	Move item around in toolbar
<b>Cmd + drag item away from toolbar</b>	Remove item from toolbar

## Edit and Find

<b>Cmd + Z</b>	Undo last action
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<b>Shift + Cmd + Z</b>	Redo last action
<b>Cmd + A</b>	Select all content
<b>Shift + Cmd + A</b>	Deselect all content
<b>Cmd + X</b>	Cut selection
<b>Cmd + C</b>	Copy selection
<b>Cmd + V</b>	Paste cut/copied content
<b>Option + Shift + Cmd + V</b>	Paste and match style of destination
<b>Option + Cmd + C</b>	Copy style of selection
<b>Option + Cmd + V</b>	Paste copied style to selection
<b>Delete</b>	Delete selection <b>OR</b> Clear contents of selected cell(s) in table
<b>Cmd + D</b>	Duplicate selection
<b>Cmd + F</b>	Open Find & Replace dialog
<b>Cmd + G</b>	Find next match (when Find & Replace dialog is active)
<b>Shift + Cmd + G</b>	Find previous match (when Find & Replace dialog is active)
<b>Cmd + E</b>	Find using selected text
<b>Cmd + J</b>	Show selected text or object in window
<b>Shift + Cmd + . (Period)</b>	Zoom in on file content
<b>Shift + Cmd + , (Comma)</b>	Zoom out of file content
<b>Cmd + O</b>	Return file content to actual size

## Objects, Groups, and Layers

<b>Arrow Key</b>	Move selected object one point or one screen pixel in specified direction
<b>Shift + Arrow Key</b>	Move selected object ten points or ten screen pixels in specified direction
<b>Shift + Cmd + B</b>	Send selected object to back
<b>Option + Shift + Cmd + B</b>	Send selected object one layer back
<b>Shift + Cmd + F</b>	Bring selected object to front
<b>Option + Shift + Cmd + F</b>	Bring selected object one layer forward
<b>Option + Cmd + G</b>	Group selected objects
<b>Option + Shift + Cmd + G</b>	Ungroup selected objects
<b>Cmd + L</b>	Lock selected objects
<b>Option + Cmd + L</b>	Unlock selected objects
<b>Shift + Cmd + M</b>	Edit image mask
<b>Cmd + Return</b>	Exit text editing and select its object
<b>Shift + Cmd + V</b>	Show Choose dialog box for inserting object
<b>Control + Option + Cmd + T</b>	Define selected text as placeholder text
<b>Control + Option + Cmd + I</b>	Define selected image or movie as placeholder media
<b>Option + Shift + Cmd + P</b>	Draw custom shape with Pen tool

## Text Manipulation

<b>1Fn (twice)</b>	Start dictation
<b>Shift + Right Arrow</b>	Extend selection one character to right
<b>Shift + Left Arrow</b>	Extend selection one character to left
<b>2Option + Shift + Right Arrow</b>	Extend selection to end of current word
<b>2Option + Shift + Left Arrow</b>	Extend selection to beginning of current word
<b>Shift + Cmd + Right Arrow</b>	Extend selection to end of current line
<b>Shift + Cmd + Left Arrow</b>	Extend selection to beginning of current line
<b>Shift + Up Arrow</b>	Extend selection to line above
<b>Shift + Down Arrow</b>	Extend selection to line below
<b>Option + Shift + Up Arrow</b>	Extend selection to beginning of current paragraph
<b>Option + Shift + Down Arrow</b>	Extend selection to end of current paragraph
<b>Shift + Cmd + Up Arrow</b>	Extend selection to beginning of text
<b>Shift + Cmd + Down Arrow</b>	Extend selection to end of text
<b>Cmd + B</b>	Emphasize selected text
<b>Cmd + I</b>	Italicize selected text
<b>Cmd + U</b>	Underline selected text
<b>Option + Delete</b>	Delete word before cursor
<b>Option + Fn + Delete</b>	Delete word after cursor
<b>Cmd + +</b>	Increase size of selected text
<b>Cmd + -</b>	Decrease size of selected text
<b>Option + Cmd + [</b>	Decrease space between selected characters
<b>Option + Cmd + ]</b>	Increase space between selected characters
<b>Control + Shift + Cmd + +</b>	Make selected text (or word at cursor) superscript
<b>Control + Cmd + -</b>	Make selected text (or word at cursor) subscript
<b>Cmd + Shift + [</b>	Align selected text flush left
<b>Cmd + Shift + \</b>	Center selected text
<b>Cmd + Shift + ]</b>	Align selected text flush right
<b>Option + Cmd + Shift + \</b>	Justify selected text
<b>Cmd + [</b>	Decrease indent level of block of text or list item where cursor is placed
<b>Cmd + ]</b>	Increase indent level of block of text or list item where cursor is placed
<b>Cmd + K</b>	Turn selected text into hyperlink
<b>Option + Space</b>	Insert non-breaking space
<b>Shift + Return</b>	Insert line break (soft return)
<b>Return</b>	Insert paragraph break
<b>Control + O</b>	Insert new line after cursor, without moving cursor
<b>Fn + Cmd + Return</b>	Insert page break
<b>Control + T</b>	Swap characters on either side of cursor

<b>Control + Cmd + D</b>	Look up selected word
<b>Option + Esc</b>	Display list of words to complete selected word
<b>Cmd + ;</b>	Check spelling and grammar

## Comments

<b>Shift + Cmd + K</b>	Insert new comment box for selected text, object, or cell
<b>Cmd + Return</b>	Save current comment
<b><sup>3</sup>Option + Cmd + K</b>	Show next comment
<b><sup>3</sup>Option + Shift + Cmd + K</b>	Show previous comment

## Charts and Tables

<b>Shift + Cmd + D</b>	Toggle Chart Data editor
<b>Return</b>	Complete cell entry and select cell below
<b>Shift + Return</b>	Complete cell entry and select cell above
<b>Tab</b>	Complete cell entry and select cell on right
<b>Shift + Tab</b>	Complete cell entry and select cell on left
<b>Arrow Key (when chart legend is selected)</b>	Move chart legend one point
<b>Shift + Arrow Key (when chart legend is selected)</b>	Move chart legend ten points
<b>Option + Up Arrow</b>	Add row above selected cells
<b>Option + Down Arrow</b>	Add row below selected cells
<b>Option + Right Arrow</b>	Add column to right of selected cells
<b>Option + Left Arrow</b>	Add column to left of selected cells
<b>Option + Cmd + Return</b>	Select all rows that intersect current selection
<b>Control + Cmd + Return</b>	Select all columns that intersect current selection
<b>Shift + Up Arrow</b>	Select row/cell above selected row/cell
<b>Shift + Down Arrow</b>	Select row/cell below selected row/cell
<b>Shift + Right Arrow</b>	Select column/cell to right of selected column/cell
<b>Shift + Left Arrow</b>	Select column/cell to left of selected column/cell
<b>Return (when cell is selected)</b>	Begin editing cell
<b>Option + Cmd + U</b>	Auto-align cell content
<b>Cmd + Return</b>	Stop editing cell and select it
<b>Cmd + Return (twice)</b>	Stop editing cell and select its table
<b>Arrow Key (when table is selected)</b>	Move selected table one point or one screen pixel in specified direction
<b>Shift + Arrow Key (when table is selected)</b>	Move selected table ten points or ten screen pixels in specified direction
<b>Arrow Key (when cell is selected)</b>	Select next cell in specified direction
<b>Shift + Arrow Key (when cell is selected)</b>	Extend cell selection by one cell in specified direction
<b>Control + Return</b>	Insert line break (soft return) when editing text in cell
<b>Return</b>	Insert paragraph break (hard return) when editing text in cell
<b>=</b>	Open formula editor for selected non-formula cell
<b>Control + =</b>	Edit cell formula

<b>Option + Cmd + Left Arrow</b>	Select first populated cell in current row
<b>Option + Cmd + Right Arrow</b>	Select last populated cell in current row
<b>Option + Cmd + Up Arrow</b>	Select first populated cell in current column
<b>Option + Cmd + Down Arrow</b>	Select last populated cell in current column
<b>Option + Cmd + Delete</b>	Delete selected rows
<b>Control + Cmd + Delete</b>	Delete selected columns
<b>Control + Cmd + M</b>	Merge selected cells
<b>Control + Shift + Cmd + M</b>	Unmerge selected cells
<b>Option + Shift + Cmd + Left Arrow</b>	Expand current selection to include first populated cell in current row
<b>Option + Shift + Cmd + Right Arrow</b>	Expand current selection to include last populated cell in current row
<b>Option + Shift + Cmd + Up Arrow</b>	Expand current selection to include first populated cell in current column
<b>Option + Shift + Cmd + Down Arrow</b>	Expand current selection to include last populated cell in current column
<b>Control + Option + Cmd + Up Arrow</b>	Toggle top border of selected cell(s)
<b>Control + Option + Cmd + Down Arrow</b>	Toggle bottom border of selected cell(s)
<b>Control + Option + Cmd + Right Arrow</b>	Toggle right border of selected cell(s)
<b>Control + Option + Cmd + Left Arrow</b>	Toggle left border of selected cell(s)
<b>Cmd + \</b>	Enable Autofill mode
<b>Option + Cmd + \</b>	Autofill from row above
<b>Control + Cmd + \</b>	Autofill from column before

## Pages-Specific Shortcuts

<b><sup>4</sup>Shift + Cmd + H</b>	Highlight selected text
<b><sup>4</sup>Tab</b>	Increase indent level of list item
<b><sup>4</sup>Shift + Tab</b>	Decrease indent level of list item
<b>Option + Shift + Cmd + E</b>	Add an EndNote bibliography
<b>Option + Cmd + A</b>	Accept change (when change tracking is on)
<b>Option + Cmd + R</b>	Reject change (when change tracking is on)
<b><sup>5</sup>Option + Cmd + B</b>	Add bookmark
<b>Shift + Cmd + L</b>	Toggle layout
<b>Shift + Cmd + I</b>	Toggle invisibles
<b>Shift + Cmd + T</b>	Toggle comments pane
<b>Shift + Cmd + W</b>	Toggle word count
<b>Control + Cmd + G</b>	Open dialog box for switching to specific page

## Numbers-Specific Shortcuts

<b>Cmd + Return</b>	Select table from cell selection
<b>Shift + Cmd + \</b>	Show Tab Overview
<b>Shift + Cmd + [</b>	Switch to previous sheet
<b>Shift + Cmd + ]</b>	Switch to next sheet
<b>Option + Shift + Cmd + [</b>	Switch to first sheet
<b>Option + Shift + Cmd + ]</b>	Switch to last sheet
<b>Control + Shift + Cmd + D</b>	Insert current date in selected cell

<b>Control + Shift + Cmd + T</b>	Insert current time in selected cell
<b>Shift + Cmd + R</b>	Apply sorting rules
<b>Option + Cmd + F</b>	Enable filters
<b>Cmd + 8</b>	Collapse selected groups
<b>Option + Cmd + 8</b>	Collapse peer groups
<b>Option + Shift + Cmd + 8</b>	Collapse all groups
<b>Cmd + 9</b>	Expand selected groups
<b>Option + Cmd + 9</b>	Expand peer groups
<b>Option + Shift + Cmd + 9</b>	Expand all groups

## Keynote-Specific Shortcuts

<b>Cmd + A</b>	Select all object types in object list
<b>Shift + Cmd + A</b>	Deselect all object types in object list
<b>Cmd + Return</b>	Select table from cell selection
<b>Shift + Cmd + N</b>	Insert new slide OR Add new master slide from Master Slides view
<b>Shift + Cmd + H</b>	Skip selected slide
<b>Shift + Cmd + E</b>	Toggle Master Slides view
<b>Shift + Cmd + P</b>	Toggle presenter nodes
<b>Shift + Cmd + L</b>	Toggle object list
<b>Shift + Cmd + O</b>	Zoom to selection
<b>Option + Cmd + O</b>	Zoom to fit slide
<b>Option + Shift + Cmd + O</b>	Zoom to fit content (including objects on extended canvas)
<b>Option + Cmd + P</b>	Play slideshow
<b>Space</b>	Play video during presentation
<b>K</b>	Pause or resume video
<b>J</b>	Rewind video one frame at a time when paused
<b>L</b>	Fast-forward video one frame at a time when paused
<b>I</b>	Jump to beginning of video
<b>O</b>	Jump to end of video

<sup>1</sup>Shortcut is available only when the dictation feature is enabled under **System Preferences > Keyboard > Dictation**.

<sup>2</sup>Use shortcut multiple times to select more words.

<sup>3</sup>Shortcut also works with changes in Pages when change tracking is enabled.

<sup>4</sup>Shortcut does not work in table cells.

<sup>5</sup>Shortcut is not available for Page Layout documents.