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Keyboard shortcuts for faster text editing and typing [1]

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Keyboard shortcuts aren't just for moving between windows — they can also speed up how you write, edit and format text in M365 apps, browsers, desktop apps and most webforms. These shortcuts help you move your cursor more precisely, select text quickly and make small edits without interrupting your workflow.

Navigation shortcuts

Move text more quickly without touching your mouse.

Windows

- Move to beginning of line: **Home**
- Move to end of line: **End**
- Jump one word left/right: **Ctrl + Left/Right Arrow**
- Jump to beginning of document: **Ctrl + Home**
- Jump to end of document: **Ctrl + End**
- Move up/down one paragraph: **Ctrl + Up/Down Arrow**

Mac

- Move to beginning of line: **Command + Left Arrow**
- Move to end of line: **Command + Right Arrow**
- Jump one word left/right: **Option + Left/Right Arrow**
- Jump to beginning of document: **Command + Up Arrow**
- Jump to end of document: **Command + Down Arrow**

Selecting and highlighting text

Select text faster — especially helpful for editing, drafting and filling out forms.

Windows

- Select one character left/right: **Shift + Left/Right Arrow**
- Select one word left/right: **Ctrl + Shift + Left/Right Arrow**
- Select to beginning of line: **Shift + Home**
- Select to end of line: **Shift + End**
- Select all: **Ctrl + A**

Mac

- Select one character left/right: **Shift + Left/Right Arrow**

- Select one word left/right: **Option + Shift + Left/Right Arrow**
- Select to beginning of line: **Command + Shift + Left Arrow**
- Select to end of line: **Command + Shift + Right Arrow**
- Select all: **Command + A**

Cursor movement & editing actions

Windows

- Delete previous word: **Ctrl + Backspace**
- Delete next word: **Ctrl + Delete** (in many apps)
- Undo: **Ctrl + Z**
- Redo: **Ctrl + Y**

Mac

- Delete previous word: **Option + Delete**
- Delete next word: **Fn + Option + Delete** (varies by app)
- Undo: **Command + Z**
- Redo: **Command + Shift + Z**

Formatting shortcuts

Highlight text and use these shortcuts to apply quick formatting during drafting or editing.

Windows

- Bold: **Ctrl + B**
- Italic: **Ctrl + I**
- Underline: **Ctrl + U**
- Increase text size (M365): **Ctrl + Shift + >**
- Decrease text size (M365): **Ctrl + Shift + <**

Mac

- Bold: **Command + B**
- Italic: **Command + I**
- Underline: **Command + U**
- Increase text size (M365): **Command + Shift + >**
- Decrease text size (M365): **Command + Shift + <**

What’s the best way for you to learn new keyboard shortcuts? Let us know!

Do you find blog posts like this one — sorted by application or task — the most helpful? Are shorter lists easier to retain? Would visual aids like a printable “cheat sheet” or PDF help you to remember shortcuts quicker? What about weekly challenges to use a specific shortcut in CU System Connect?

Whatever way you learn best, we want to know! Your feedback will help inform the way future keyboard shortcut tips are presented. Submit your suggestions by emailing us (UISCommunications@cu.edu [3]) or clicking the button below.

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