

## WordPress Shortcut Keys For Windows And Mac

### Mac Keyboard Shortcuts to Select Text:-

select all text	Cmd + A
select one letter to the right/left	Shift + Left/Right
select one word to the right/left	Cmd + Shift + Right/Left
select one line above/below	Cmd + Shift + Up/Down
select all text until the beginning of the current line	Shift + Home
select all text until the end of the current	Shift + End

### Mac Keyboard Shortcuts to Manipulate Selected Text

Copy the selected text	Cmd + C
Cut the selected text	Cmd + X
Paste the selected text	Cmd + V
Paste the selected text without any	Cmd + Shift + V
Bold	Cmd + B
Italics	Cmd + I
Underline	Cmd + U
Insert a link	Cmd + K
Align left	Option + CTRL + L
Align right	Option + CTRL + R
Justify	Option + CTRL + J
Align center	Option + CTRL + C
Apply strikethrough	Option + CTRL + D
Another way to insert a link	Option + CTRL + A
Starts an ordered list	Option + CTRL + O
Starts an unordered list	Option + CTRL + U
Removes a link	Option + CTRL + S
Creates a quote	Option + CTRL + Q
Adds a code tag	Option + CTRL + X

### Other Windows WordPress Editor Keyboard Shortcuts

Undo	CTRL + Z
Redo	CTRL + Y
Opens the Add Media screen	ALT + Shift + M
Enables Distraction Free Writing mode	ALT + Shift + W
Inserts a More tag	ALT + Shift + T
Inserts a page break	ALT + Shift + P
Opens the help screen	ALT + Shift + H
Expands the WordPress Editor formatting	ALT + Shift + Z
Move down in the editor one line without inserting a full line break.	Shift + Enter

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Opens the help screen	Option + CTRL + H
Expands the WordPress Editor formatting	Option + CTRL + Z
Move down in the editor one line without inserting a full line break.	Shift + Enter
moves the current selection down (if you're at the bottom of the page, it will also skip to the next page)	J
moves the current selection up	K
adds a check mark (this is helpful for performing bulk actions)	X
toggles the check mark on or off for all comments	Shift + X

**Once We have selected one or more comments, you can perform actions by using another set of shortcuts:-**

approves the comment	A
marks the comment as spam	S
deletes the comment	D
restores the comment from trash	Z
unapproves the comment	U
starts a reply to the comment	R
opens the quick edit screen to edit the	Q
opens the full edit screen	E

## Windows Keyboard Shortcuts to Select

select all text	CTRL + A
select one letter to the right/left	Shift + Left/Right
select one word to the right/left	CTRL + Shift + Right/Left
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