**Pages Shortcut Keys**

The following are shortcut keys for those students using Pages on their Apple Computers. Remember though that SD43 computers are not able to open Pages Documents – be sure to export your document as a MS Word file before sending it to a teacher or posting to your blog.

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| **Moving around within a document** |
| Action  | Shortcut  |
| Move one character to the left  | Left Arrow  |
| Move one character to the right  | Right Arrow  |
| Move to the line above  | Up Arrow  |
| Move to the line below  | Down Arrow  |
| Move to the beginning of current or previous word  | Option-Left Arrow  |
| Move to the end of current or next word  | Option-Right Arrow  |
| Move to the beginning of the current line  | Command-Left Arrow  |
| Move to the end of the current line  | Command-Right Arrow  |
| Move to the beginning of the current paragraph  | Option-Up Arrow  |
| Move to the end of the current paragraph  | Option-Down Arrow  |
| Move to the beginning of the document  | Command-Up Arrow, Home  |
| Move to the end of the document  | Command-Down Arrow, End  |
| **Selecting text** |
| Action  | Shortcut  |
| Select one or more characters  | Click in front of the first character and drag across the characters you want to select  |
| Select a word  | Double-click the word  |
| Select a paragraph  | Triple-click in the paragraph  |
| Select all inline text and objects  | Command-A  |
| Deselect all all inline text and objects  | Shift-Command-A  |
| Extend text selection to insertion point  | Click in the text, then Shift-click the end point.  |
| Extend selection one character to the right  | Shift-Right Arrow  |
| Extend selection one character to the left  | Shift-Left Arrow  |
| Extend selection to end of current word  | Shift-Option-Right Arrow  |
| Extend selection to beginning of current word  | Shift-Option-Left Arrow  |
| Extend selection to end of current line  | Shift-Command-Right Arrow  |
| Extend selection to beginning of current line  | Shift-Command-Left Arrow  |
| Extend selection to the line above  | Shift-Up Arrow  |
| Extend selection to the line below  | Shift-Down Arrow  |
| Extend selection to beginning of the current paragraph  | Shift-Option-Up Arrow  |
| Extend selection to end of the current paragraph  | Shift-Option-Down Arrow  |
| Extend selection to end of text  | Shift-Command-Down Arrow or Shift-End  |
| Extend selection to beginning of text  | Shift-Command-Up Arrow or Shift-Home  |
| Select multiple words or blocks of text that are not next to each other  | Select the first text you want, and then select additional text while holding down the Command key  |
| **Formatting text** |
| Action  | Shortcut  |
| Show fonts  | Command-T  |
| Show styles  | Shift-Command-T  |
| Bold  | Command-B  |
| Italic  | Command-I  |
| Underline  | Command-U  |
| Delete previous character or selection  | Delete  |
| Delete the next character or selection  | Del (not available on all keyboards)  |
| Make font size bigger  | Command-plus sign (+)  |
| Make font size smaller  | Command-minus sign (-)  |
| Make text superscript  | Control-Command-plus sign (+)  |
| Make text subscript  | Control-Command-minus sign (-)  |
| Align text flush left  | Command-{  |
| Center text  | Command-|  |
| Align text flush right  | Command-}  |
| Align text flush left and flush right (justify)  | Option-Command-|  |
| Decrease list indent level  | Command-[  |
| Increase list indent level  | Command-]  |
| Cut  | Command-X  |
| Copy  | Command-C  |
| Copy paragraph style  | Option-Command-C  |
| Copy character style  | Option-Shift-Command-C  |
| Paste  | Command-V  |
| Paste character or paragraph style  | Option-Command-V  |
| Paste and match style of destination text  | Option-Shift-Command-V  |
| Insert non-breaking space  | Option-Space bar  |
| Insert line break (soft return)  | Shift-Return  |
| Insert page break  | Command-Enter  |
| Insert paragraph break  | Return  |
| **Manipulating fixed objects** |
| Action  | Shortcut  |
| "Draw" a fixed shape, table, or chart  | Option-click the Objects toolbar button; choose Shapes, Table, or Chart; then drag to size  |
| Select all fixed objects  | Command-A  |
| Deselect all fixed objects  | Command-Shift-A  |
| Add or remove selected object to previously selected object(s)  | Command-click, Shift-click  |
| Add or remove selected range to previously selected range  | Shift-drag, Command-drag  |
| Move selected object one point  | Arrow key  |
| Move selected object ten points  | Shift-Arrow key  |
| Send object to the back  | Shift-Command-B  |
| Send object one layer back  | Option-Command-B  |
| Bring object to the front  | Shift-Command-F  |
| Bring object one layer forward  | Option-Shift-Command-F  |
| Move object to section master  | Control-Option-Command-M  |
| Group objects  | Option-Command-G  |
| Ungroup objects  | Option-Shift-Command-G  |
| Lock objects  | Command-L  |
| Unlock objects  | Option-Command-L  |
| Duplicate object  | Option-drag  |
| Constrain movement of object to 45º  | Shift-drag  |
| Resize object  | Drag handle  |
| Resize object from center  | Option-drag handle  |
| Constrain aspect ratio when resizing object from center  | Option-Shift-drag handle  |
| Constrain aspect ratio when resizing object  | Shift-drag handle  |
| Rotate object  | Command-drag handle  |
| Rotate object 45º  | Shift-Command-drag handle  |
| Turn off alignment guides  | Command-drag  |
| Mask or unmask object  | Shift-Command-M  |
| Exit mask mode  | Return, Command-Return, Enter, double-click  |
| Reenter mask mode  | Double-click the masked image  |
| Open shortcut menu for selected item  | Control-click  |
| Exit text edit mode and select object  | Command-Return  |
| Copy selected object  | Command-C  |
| Paste selected object  | Command-V  |
| Cut selected object  | Command-X  |
| **Working with tables** |
| Action  | Shortcut  |
| Select all table borders or cell content, depending on initial selection  | Command-A  |
| Copy contents of selected cells or whole table, if table is selected  | Command-C  |
| Cut contents of selected cells or whole table, if table is selected  | Command-X  |
| Paste the selection that was last copied  | Command-V  |
| Delete selection (whole table, border or border segment, or contents of selected cells)  | Delete  |
| Constrain the movement of the table and snap to guides  | Shift-drag table  |
| Duplicate table  | Option-Shift-drag table  |
| Switch contents of selected cell with contents of destination cell  | Drag selected cell to another cell  |
| Copy contents of selected cell into destination cell  | Option-drag selected cell to another cell  |
| Extend selection from selected cell to destination cell  | Shift-click  |
| Select or deselect multiple cells that are not next to each other  | Command-click cells  |
| Stop editing text and select cell  | Command-Return or Command-click the cell (in text edit mode)  |
| Select entire row or column border  | Click border of selected table or double-click border of unselected table  |
| Select or deselect border segment  | Option-click  |
| Select or deselect multiple cell borders  | Shift-click or Command-click border  |
| Move row or column border or border segment to new position  | Drag border or border segment  |
| Move table, border, or segment one pixel  | Arrow keys  |
| Move table, border, or segment ten pixels  | Shift-Arrow keys  |
| Select next cell to the left, right, up, or down  | Arrow keys (in cell selection mode)  |
| Extend cell selection by one cell  | Shift-Arrow keys (in cell selection mode)  |
| Select text in next cell  | Tab  |
| Select text in previous cell  | Shift-Tab  |
| Stop editing cell and select the table  | Command-Return (in cell selection mode)  |
| Create a table by dragging  | Option-click Table toolbar button then drag to size  |
| Insert a Tab  | Option-Tab (in text edit mode)  |
| **Editing chart data** |
| Action  | Shortcut  |
| Show or hide Chart Data Editor  | Shift-Command-D  |
| Complete a cell entry and move the selection down  | Return  |
| Complete a cell entry and move the selection up  | Shift-Return  |
| Complete a cell entry and move the selection to the right  | Tab  |
| Complete a cell entry and move the selection to the left  | Shift-Tab  |
| Delete the character to the left of the insertion point, or delete the selection  | Delete  |
| Move one character left, right, to the beginning of text (up), or to the end of text (down)  | Arrows keys (in text edit mode)  |
| Complete a cell entry and select the cell  | Enter  |
| Move one cell in a given direction  | Arrows keys (in cell selection mode)  |
| Move to the beginning of the row  | Home  |
| Move to the last filled cell to the right in the current row  | End  |
| Extend the selection by one cell  | Shift-Arrow keys  |
| Extend the selection to the beginning of the row  | Shift-Home  |
| Extend the selection to the end of the row  | Shift-End  |
| **General** |
| Action  | Shortcut  |
| Open new document (You can choose the type of document you want to open in Pages Preferences.)  | Command-N  |
| Open existing document  | Command-O  |
| Save  | Command-S  |
| Save as  | Shift-Command-S  |
| Print  | Command-P  |
| Page setup  | Shift-Command-P  |
| Find  | Command-F  |
| Find next  | Command-G  |
| Find previous  | Shift-Command-G  |
| Use selection for find  | Command-E  |
| Scroll to found selection  | Command-J  |
| Check spelling  | Command-semi-colon (;)  |
| Show Spelling window  | Command-colon (:)  |
| Zoom in  | Command->  |
| Zoom out  | Command-<  |
| Close window  | Command-W  |
| Minimize window  | Command-M  |
| Show preferences  | Command-comma (,)  |
| Show Inspector window  | Option-Command-I  |
| Show document rulers  | Command-R  |
| Show layout  | Command-Shift-L  |
| Show formatting characters (invisibles)  | Command-Shift-I  |
| Show Colors window  | Shift-Command-C  |
| Pages Help  | Command-?  |
| Hide Pages  | Command-H  |
| Hide other windows  | Option-Command-H  |
| Quit Pages  | Command-Q  |