

WPS Office shortcuts by Bettertechtips.com

Common shortcuts		Formatting	
Ctrl + N	Create a new blank document in new tab	Ctrl + B	Bold selected text
Ctrl + O	Open a new file	Ctrl + I	Italicize selected text
Ctrl + P	Print current document	Ctrl + U	Underline selected text
F12	Save current document as	Ctrl + Shift + =	Superscript selected text
Ctrl + S	Save current document	Ctrl + =	Subscript selected text
Ctrl +	Display task window	Ctrl + L	Align left
Ctrl + Alt + F	Full screen mode	Ctrl + R	Align right
Esc	Exit full screen mode	Ctrl + E	Align center
Ctrl + Shift + G	Display Word Count pop-up	Ctrl + J	Justify
Ctrl + W	Close current window (exit)	Ctrl +]	Increase font size
		Ctrl + [Decrease font size
Navigation		Editing	
Left arrow	Jump one character to the left	Ctrl + C	Copy selected text
Right arrow	Jump one character to the right	Ctrl + V	Paste text
Ctrl + Left arrow	Jump one word to the left	Ctrl + X	Cut selected text
Ctrl + Right arrow	Jump one word to the right	Ctrl + Z	Undo last action
Home	Jump to the beginning of a line	Ctrl + Y	Cancel undo
End	Jump to the end of a line	Tab	Increase paragraph indentation
Up arrow	Jump one line up	Shift + Tab	Decrease paragraph indentation
Down arrow	Jump one line down	Ctrl + K	Insert a link
Ctrl + Up arrow	Jump one paragraph up	Ctrl + F	Find
Ctrl + Down arrow	Jump one paragraph down	Ctrl + H	Find and replace
Page up	Jump one screen up	Ctrl + G	Go to
Page down	Jump one screen down		
Ctrl + Home	Jump to beginning of document		
Ctrl + End	Jump to end of document		
Select text			
Shift + Right arrow	Extend selection one character to the right		
Shift + Left arrow	Extend selection one character to the right		
Ctrl + Shift + Right arrow	Extend selection one word to the right		
Ctrl + Shift + Left arrow	Extend selection one word to the left		
Shift + End	Extend selection to the left		
Shift + Home	Extend selection to beginning of a line		
Shift + Arrow down	Extend selection one line down		
Shift + Arrow up	Extend selection one line up		
Shift + Page down	Extend selection one screen down		
Shift + Page up	Extend selection one screen up		
Ctrl + Shift + End	Extend selection to end of document		
Ctrl + Shift + Home	Extend selection to beginning of document		
Ctrl + A	Extend selection to entire document		