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Keyboard Shortcuts for Authors

A practical Microsoft Word and Windows quick-reference guide

This free guide brings together the keyboard shortcuts authors ask about most often. It is designed for Windows users working mainly in Microsoft Word. Keep it beside your computer for quick reference while writing, editing and formatting your manuscript.

What is included?

- Everyday editing and file shortcuts
- Word formatting shortcuts
- Navigation and review shortcuts
- Alt codes for accented letters and special characters

Useful tip: For Alt codes, hold down the Alt key and type the number on the numeric keypad. The character appears when you release Alt.

Prepared as a free author resource by MyNovel

www.mynovel.co.za

1. Everyday Shortcuts You Will Use Often

These are the most useful keyboard shortcuts for everyday writing and editing tasks.

Shortcut	What it does
Ctrl + C	Copy selected text or item
Ctrl + X	Cut selected text or item
Ctrl + V	Paste copied or cut content
Ctrl + Z	Undo the last action
Ctrl + Y	Redo the last action
Ctrl + A	Select all text in the document
Ctrl + S	Save the document
F12	Open Save As
Ctrl + P	Print the document
Ctrl + F	Find a word or phrase
Ctrl + H	Find and replace text
Ctrl + K	Insert a hyperlink

2. Word Formatting Shortcuts

Shortcut	What it does
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + L	Align left
Ctrl + E	Centre paragraph
Ctrl + R	Align right
Ctrl + J	Justify paragraph
Ctrl + Enter	Insert a page break
Shift + F3	Change case: lower, UPPER, Title
Ctrl + 1	Single line spacing
Ctrl + 2	Double line spacing
Ctrl + 5	1.5 line spacing

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3. Navigation, Reviewing and Editing

Use these shortcuts to move around long manuscripts more quickly and tidy your text with less mouse work.

Shortcut	What it does
Ctrl + Home	Go to the start of the document
Ctrl + End	Go to the end of the document
Ctrl + Left Arrow	Move one word left
Ctrl + Right Arrow	Move one word right
Ctrl + Up Arrow	Move up one paragraph
Ctrl + Down Arrow	Move down one paragraph
Ctrl + Backspace	Delete the previous word
Ctrl + Delete	Delete the next word
F7	Spelling and grammar check
Shift + F7	Open the thesaurus
Ctrl + M	Increase paragraph indent
Ctrl + Shift + M	Decrease paragraph indent

Handy reminders for authors

- Use Ctrl + H with care when making global changes. Always double-check replacements before applying “Replace All”.
- Use Ctrl + S frequently while writing.
- Before heavy revisions, save a copy of your manuscript so you can return to an earlier version if needed.

4. Special Characters and Accented Letters

These Alt codes are especially useful when writing names, places and words that require accents or special punctuation.

Alt code	Character	Alt code	Character
alt + 0192	À	alt + 149	ò
alt + 141	ì	alt + 132	ä
alt + 133	à	alt + 0211	Ó
alt + 165	Ñ	alt + 146	Æ
alt + 0193	Á	alt + 162	ó
alt + 164	ñ	alt + 145	æ
alt + 160	á	alt + 0213	Õ
alt + 0212	Ô	alt + 143	Å
alt + 0194	Â	alt + 0245	õ
alt + 147	ô	alt + 134	å
alt + 131	â	alt + 0138	Š
alt + 153	Ö	alt + 128	Ç
alt + 0195	Ã	alt + 0154	š
alt + 148	ö	alt + 135	ç
alt + 0227	ã	alt + 0219	Û
alt + 0210	Ò	alt + 0200	È
alt + 0196	Ä	alt + 150	û

4. Special Characters and Accented Letters (continued)

These Alt codes are especially useful when writing names, places and words that require accents or special punctuation.

Alt code	Character	Alt code	Character
alt + 0232	è	alt + 0159	ÿ
alt + 154	Ü	alt + 0207	ï
alt + 0201	É	alt + 152	ÿ
alt + 129	ü	alt + 139	ï
alt + 130	é	alt + 0142	ž
alt + 0217	Ù	alt + 0205	í
alt + 0202	Ê	alt + 0158	ž
alt + 151	ù	alt + 161	í
alt + 136	ê	alt + 168	ı
alt + 0218	Ú	alt + 0204	ì
alt + 0203	Ë	alt + 173	ı
alt + 163	ú		
alt + 137	ê		
alt + 0221	Ý		
alt + 0206	î		
alt + 0253	ý		
alt + 140	î		