Wordpress Shortcut Keys For Windows And Mac

Windows Keyboard Shortcuts to Select Text:-

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

Mac Keyboard Shortcuts to Select Text:-

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

Windows Keyboard Shortcuts to Manipulate Selected Text:-

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

ALT + Shift + Q – Creates a quote
ALT + Shift + X – Adds a code tag

Mac Keyboard Shortcuts to Manipulate Selected Text:-

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

Other Windows WordPress Editor Keyboard Shortcuts :-

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

Other Mac WordPress Editor Keyboard Shortcuts :-

Cmd + Z – Undo
Cmd + Y – Redo
Option + CTRL + M – Opens the Add Media screen
Option + CTRL + W – Enables Distraction Free Writing mode
Option + CTRL + T – Inserts a More tag
Option + CTRL + P – Inserts a page break

Option + CTRL + H – Opens the help screen
Option + CTRL + Z – Expands the WordPress Editor formatting bar
Shift + Enter – Move down in the editor one line without inserting a full line break.

Keyboard Shortcuts in Action :-

Typing some text
Using CTRL + Shift + Left to select the last word
Hitting CTRL + B to bold it
Using ALT + Shift + R to right-align everything
Using CTRL + Z to undo both those actions

First, we have a set of shortcuts to select comments (the comment that's currently selected will have a blue highlight):-

J – moves the current selection down (if you're at the bottom of the page, it will also skip to the next page)
K – moves the current selection up
X – adds a check mark (this is helpful for performing bulk actions)
Shift + X – toggles the check mark on or off for all comments

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

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

If We have multiple comments selected, we can also use Shift + those previous commands to perform the action on multiple comments. Suppose:-

Shift + A – approves all the selected comments
Shift + S – marks all the selected comments as spam