

Mobisystems Keyboard Shortcuts PDF free download

For Windows and IOS

By Courtesy of : CT Cyberspace

For Windows

Document Shortcuts

Common Shortcuts

| | |
|--------------------------|------------------|
| Copy | Ctrl + C |
| Cut | Ctrl + X |
| Paste | Ctrl + V |
| Undo | Ctrl + Z |
| Redo | Ctrl + Y |
| Save | Ctrl + S |
| Print | Ctrl + P |
| Insert comment | Ctrl + Alt + M |
| Insert page break | Ctrl + Enter |
| Insert text wrap break | Shift + Enter |
| Change keyboard language | Shift + Spacebar |

Text Formatting Shortcuts

| | |
|-----------------------|-----------------|
| Bold | Ctrl + B |
| Underline | Ctrl + U |
| Italicize | Ctrl + I |
| Strikethrough | Alt + Shift + 5 |
| Superscript | Ctrl + . |
| Subscript | Ctrl + , |
| Clear text formatting | Ctrl + \ |
| Increase font size | Ctrl +] |
| Decrease font size | Ctrl + [|

Paragraph Formatting Shortcuts

| | |
|--------------------------------|--------------------|
| Increase paragraph indentation | Tab |
| Decrease paragraph indentation | Shift + Tab |
| Apply normal text style | Ctrl + Shift + N |
| Apply heading style [1-6] | Ctrl + Alt + [1-6] |
| Left align | Ctrl + L |
| Center align | Ctrl + E |
| Right align | Ctrl + R |
| Justify | Ctrl + J |
| Numbered list | Ctrl + Shift + 7 |
| Bulleted list | Ctrl + Shift + 8 |

Selection and Navigation Shortcuts

| | |
|--------------------------------|---------------------------------|
| Select all | Ctrl + A |
| Extend selection one character | Shift + Left/Right Arrow |
| Extend selection one line | Shift + Up/Down Arrow |
| Extend selection one word | Ctrl + Shift + Left/Right Arrow |
| Page up/down | Alt + Up/Down Arrow |
| | Page Up/Page Down |
| Return focus to document text | Esc |
| Zoom in | Ctrl + + |
| Zoom out | Ctrl + - |
| Return focus to document text | Esc |
| Follow link in word | Ctrl + Shift + Enter |

Spreadsheet Shortcuts

Common Shortcuts

| | |
|-------------------------------|--------------------------|
| Copy | Ctrl + C |
| Cut | Ctrl + X |
| Paste | Ctrl + V |
| Undo | Ctrl + Z |
| Redo | Ctrl + Y |
| Save | Ctrl + S |
| Exit and cancel cell editing | Esc |
| Edit cell | Enter |
| Find | Ctrl + F |
| Replace | Ctrl + H |
| Open this help documentation | F1 |
| Insert chart | F11 |
| Save as | F12 |
| Delete cell or cell range | Delete\Backspace |
| Delete character to the left | Backspace |
| Delete character to the right | Delete\Shift + Backspace |
| Change keyboard language | Shift + Spacebar |

Formatting Shortcuts

| | |
|----------------------|----------|
| Bold | Ctrl + B |
| Underline | Ctrl + U |
| Italicize | Ctrl + I |
| Change Font settings | Ctrl + 1 |
| Edit cell | F2 |

Navigation and Selection Shortcuts

| | |
|------------------------------------|--------------------------|
| Move around the grid | Arrow Keys |
| Jump to beginning/end of selection | Ctrl + Arrow Keys |
| Select a cell range | Shift + Arrow Keys |
| Select all | Ctrl + A |
| Select character to the left/right | Shift + Left/Right Arrow |
| Switch to next sheet | Ctrl + Page Down |
| Switch to previous sheet | Ctrl + Page Up |
| Move to next cell | Tab |
| Toggle sheets | Right Soft key |
| Go to cell | Ctrl + G |
| Zoom In | Ctrl + + |
| Zoom Out | Ctrl + - |
| Default zoom | Ctrl + *(numpad) |

Presentation Shortcuts

Common Shortcuts

| | |
|--------------------------|------------------|
| Copy | Ctrl + C |
| Cut | Ctrl + X |
| Paste | Ctrl + V |
| Undo | Ctrl + Z |
| Redo | Ctrl + Y |
| Save | Ctrl + S |
| Delete selected element | Delete |
| Select all | Ctrl + A |
| Change keyboard language | Shift + Spacebar |

Formatting Shortcuts

| | |
|--------------------|------------------|
| Bold | Ctrl + B |
| Underline | Ctrl + U |
| Italicize | Ctrl + I |
| Left align | Ctrl + L |
| Center align | Ctrl + E |
| Right align | Ctrl + R |
| Increase indent | Ctrl +] |
| Decrease indent | Ctrl + [|
| Increase font size | Ctrl + Shift + > |
| Decrease font size | Ctrl + Shift + < |

Navigation and Selection Shortcuts

| | |
|-----------------------|-------------|
| Change slide | Arrow Keys |
| Select next shape | Tab |
| Select previous shape | Shift + Tab |

PDF Shortcuts

Common Shortcuts

| | |
|--------------------------------|---------------------------------|
| Copy | Ctrl + C |
| Paste | Ctrl + V |
| Undo | Ctrl + Z |
| Redo | Ctrl + Y |
| Find | Ctrl + F |
| Print | Ctrl + P |
| Delete text to the right | Delete |
| Select all | Ctrl + A |
| Extend selection one character | Shift + Left/Right Arrow |
| Extend selection one line | Shift + Up/Down Arrow |
| Extend selection one word | Ctrl + Shift + Left/Right Arrow |
| Zoom In | Ctrl + + |
| Zoom Out | Ctrl + - |

For IOS

Cursor Positioning Shortcuts

| | |
|--------------------------------|-----------------|
| Move up | Up Arrow |
| Move down | Down Arrow |
| Move left | Left Arrow |
| Move right | Right Arrow |
| Jump to beginning of document | CMD+Up Arrow |
| Jump to end of document | CMD+Down Arrow |
| Jump to beginning of line | CMD+Left Arrow |
| Jump to end of line | CMD+Right Arrow |
| Jump to start of previous line | ALT+Up Arrow |
| Jump to end of next line | ALT+Down Arrow |
| Jump to previous word | ALT+Left Arrow |
| Jump to next word | ALT+Right Arrow |
| Jump to beginning of line | CTRL+A |
| Jump to end of line | CTRL+E |
| Move backward one character | CTRL+B |
| Move forward one character | CTRL+F |

Selection Shortcuts

| | |
|--|-----------------------|
| Select all | CMD+A |
| Expand selection up | SHIFT+Up Arrow |
| Expand selection down | SHIFT+Down Arrow |
| Expand selection left | SHIFT+Left Arrow |
| Expand selection right | SHIFT+Right Arrow |
| Select text between cursor and beginning of text | CMD+SHIFT+Up Arrow |
| Select text between cursor and end of text | CMD+SHIFT+Down Arrow |
| Select text between cursor and beginning of current line | CMD+SHIFT+Left Arrow |
| Select text between cursor and end of current line | CMD+SHIFT+Right Arrow |
| Select text to beginning of current paragraph | ALT+SHIFT+Up Arrow |
| Select text to end of current paragraph | ALT+SHIFT+Down Arrow |
| Select text to beginning of current word | ALT+SHIFT+Left Arrow |
| Select text to end of current word | ALT+SHIFT+Right Arrow |

Editing Shortcuts

| | |
|----------------------------------|---------------------|
| Copy | CMD+C |
| Cut | CMD+X |
| Paste | CMD+V |
| Undo | CMD+Z |
| Redo | CMD+Y, CMD+SHIFT+Z |
| Delete left one character | Delete, CTRL-H |
| Delete right one character | Del |
| Delete selection | Delete, Del, CTRL+H |
| Delete text to beginning of line | CMD+Delete |
| Delete text to end of line | CTRL+K |
| Delete word before cursor | ALT+Delete |
| Bold text | CMD+B |
| Italicize text | CMD+I |
| Underline text | CMD+U |
| Decrease font size | CMD+SHIFT+, |
| Increase font size | CMD+SHIFT+. |

Other Shortcuts

| | |
|-----------------------|-------|
| Find | CMD+F |
| Print | CMD+P |
| Go to page/slide/cell | CMD+G |
| Save | CMD+S |