

Keyboard shortcuts for SmartArt graphics

The keyboard shortcuts described here refer to the U.S. keyboard layout. Keys on other layouts might not correspond *exactly to the keys on a U.S. keyboard*.

For keyboard shortcuts in which you press two or more keys simultaneously, the keys to press are separated by a plus sign (+). For keyboard shortcuts in which you press one key immediately followed by another key, the keys to press are separated by a comma (,).

For keyboard shortcuts for working with shapes, text boxes, or WordArt see [Keyboard shortcuts for working with shapes, text boxes, and WordArt](#).

What do you want to do?

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Insert a SmartArt graphic in an Office document

1. In the Microsoft Office program where you want to insert the graphic, press Alt, then N, and then M to open the **SmartArt Graphic** dialog box.
2. Press Up Arrow or Down Arrow to select the type of graphic that you want.
3. Press Tab to move to the Layout task pane.
4. Press the arrow keys to select the layout that you want.
5. Press Enter to insert the selected layout.

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Work with shapes in a SmartArt graphic

TO DO THIS	PRESS
Select the next element in a SmartArt graphic.	Tab
Select the previous element in a SmartArt graphic.	Shift+Tab
Select all shapes.	Ctrl +A
Remove focus from the selected shape.	Esc
Nudge the selected shape up.	Up Arrow

Nudge the selected shape down.	Down Arrow
Nudge the selected shape left.	Left Arrow
Nudge the selected shape right.	Right Arrow
Edit text in the selected shape.	Enter or F2, Esc to exit shape
Delete the selected shape.	Delete or Backspace
Cut the selected shape.	Ctrl+X or Shift+Delete
Copy the selected shape.	Ctrl+C
Paste the contents of the Clipboard.	Ctrl+V
Undo the last action.	Ctrl+Z

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Move and resize shapes in a SmartArt graphic

TO DO THIS	PRESS
Enlarge the selected shape horizontally.	Shift+Right Arrow
Reduce the selected shape horizontally.	Shift+Left Arrow
Enlarge the selected shape vertically.	Shift+Up Arrow
Reduce the selected shape vertically.	Shift+Down Arrow
Rotate the selected shape to the right.	Alt+Right Arrow
Rotate the selected shape to the left.	Alt+Left Arrow

NOTES

- To apply more precise adjustments to shapes, press the Ctrl key in addition to any of the above keyboard shortcuts.
- These keyboard shortcuts apply to multiple selections as if you selected each item individually.

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Work with text in a SmartArt graphic

TO DO THIS	PRESS
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Move one character to the left.	Left Arrow
Move one character to the right.	Right Arrow
Move up one line.	Up Arrow
Move down one line.	Down Arrow
Move one word to the left.	Ctrl+Left Arrow
Move one word to the right.	Ctrl+Right Arrow
Move one paragraph up.	Ctrl+Up Arrow
Move one paragraph down.	Ctrl+Down Arrow
Move to the end of a line.	End
Move to the beginning of a line.	Home
Move to the end of a text box.	Ctrl+End
Move to the beginning of a text box.	Ctrl+Home
Cut selected text.	Ctrl+X
Copy selected text.	Ctrl+C
Paste selected text.	Ctrl+V
Move the selected text up.	Alt+Shift+Up Arrow
Move the selected text down.	Alt+Shift+Down Arrow
Undo the last action.	Ctrl+Z
Delete one character to the left.	Backspace
Delete one word to the left.	Ctrl+Backspace
Delete one character to the right.	Delete
Delete one word to the right.	Ctrl+Delete
Promote the selected text.	Alt+Shift+Left Arrow
Demote the selected text.	Alt+Shift+Right Arrow
Check the spelling (not available in Word).	F7