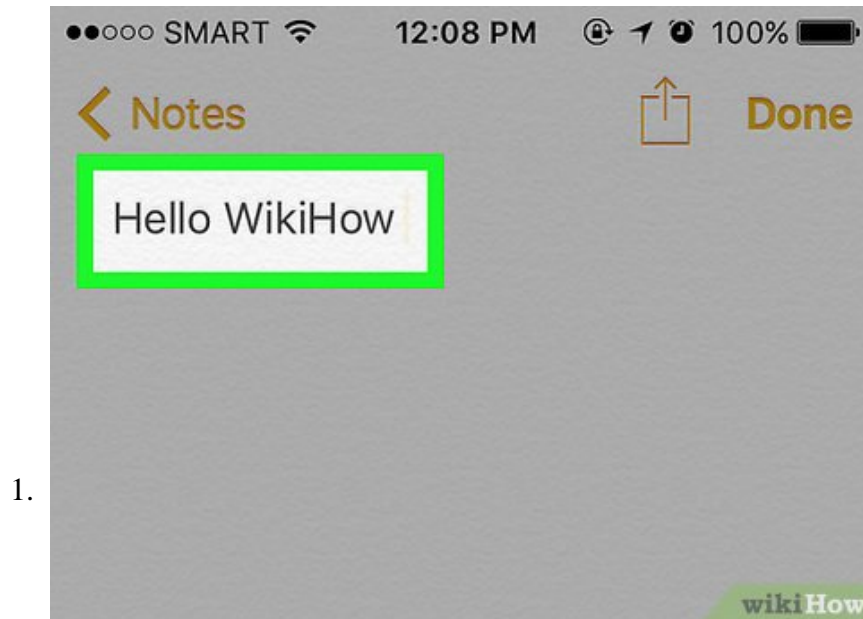


How to Use the Undo and Redo Commands

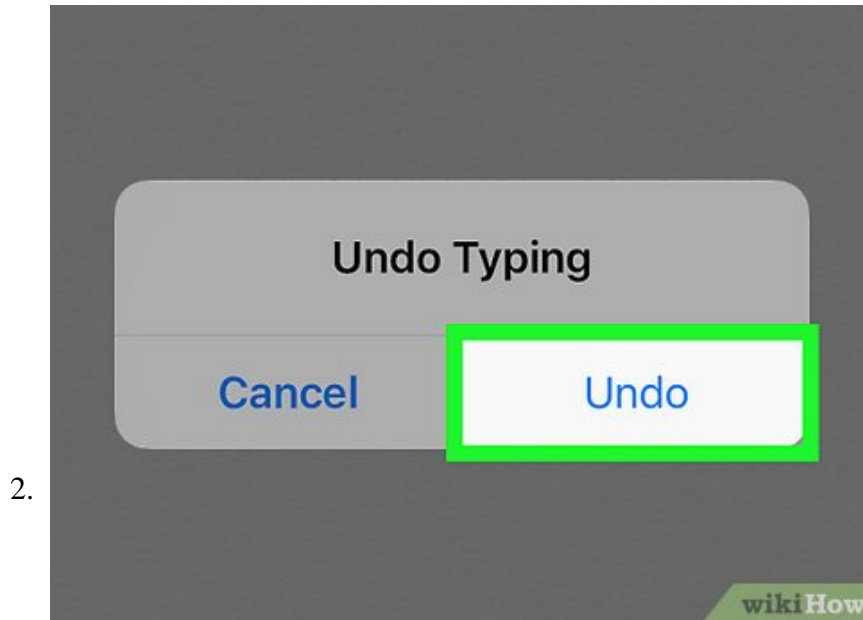
This wikiHow teaches you how to use the 'Undo' and 'Redo' commands on your iPhone or iPad, Windows computer, or Mac. While some specific apps may support them, such as the Samsung Mail app and Word, there are not currently universal 'undo'...

Method 1 of 3:

On iPhone or iPad

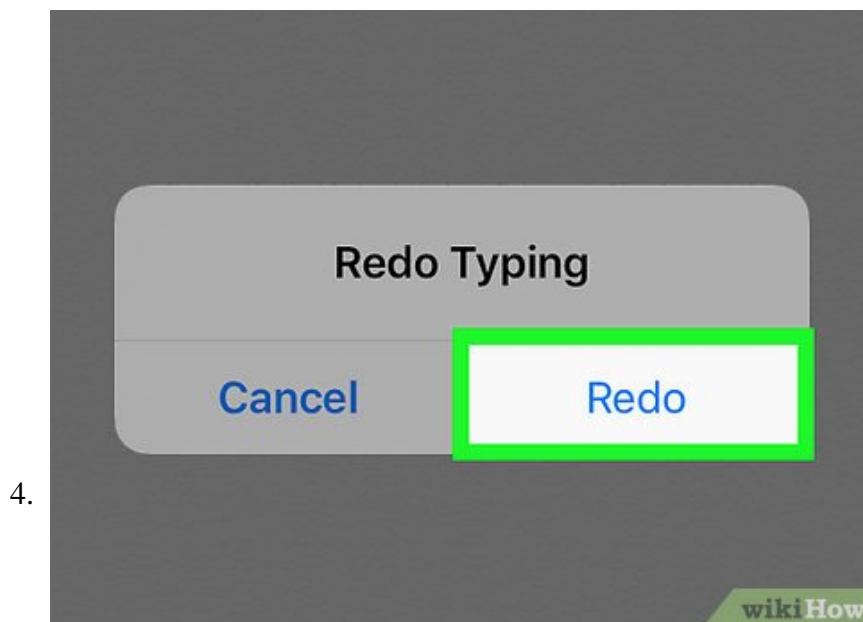


Shake your iPhone or iPad. Doing so opens a dialog box asking if you want to "Undo" the action you just performed.



Tap . The last action you performed, such as typing, cutting, copying, or pasting, will be undone.

1. Alternatively, on iPad, tap **123** in the lower-left part of the keyboard, then tap **Undo**
3. **Shake your iPhone or iPad after an "Undo" action.** Doing so opens a dialog box asking if you want to "Redo" the action you just "undid." This is useful if you inadvertently undo something that you didn't mean to.

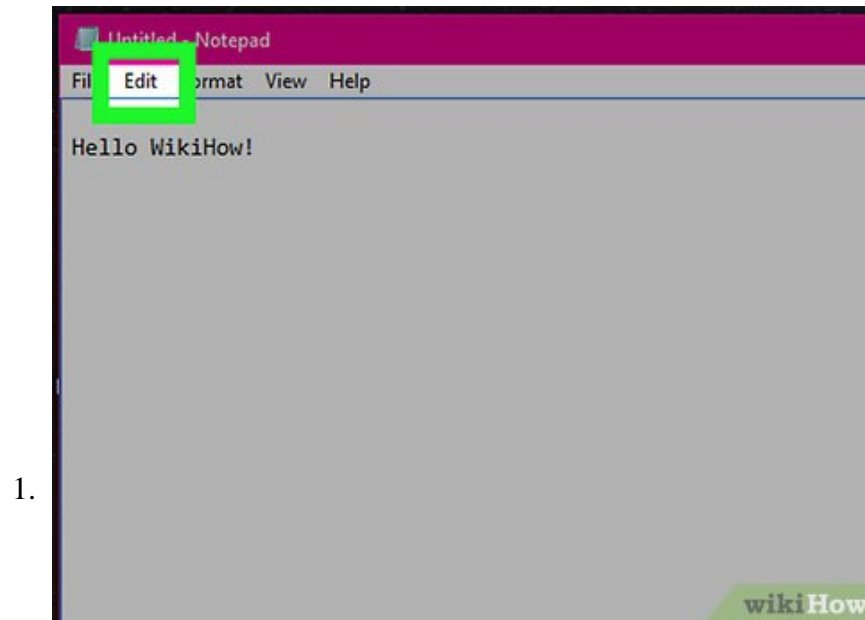


Tap . The last Undo you performed will be negated and the action that was undone will be replaced.

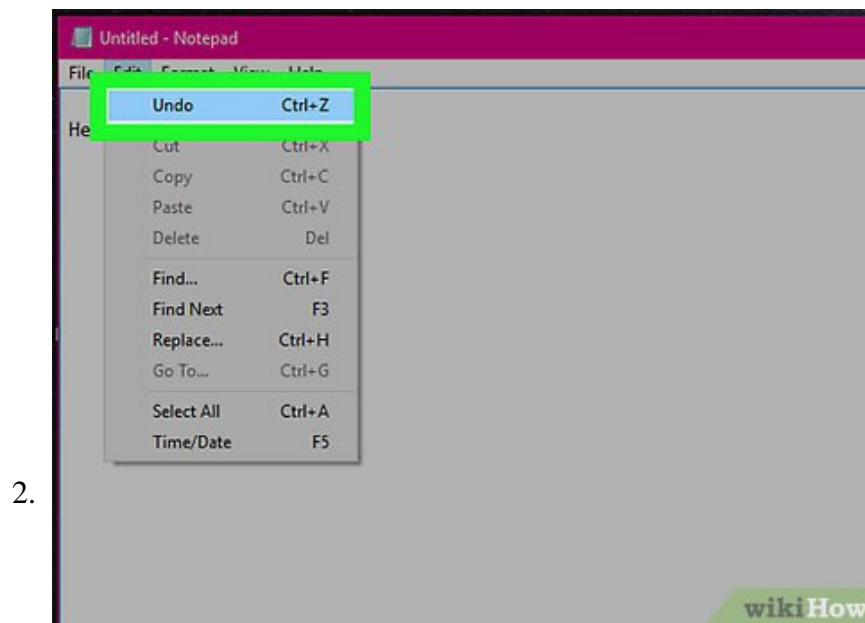
1. Alternatively, on iPad, tap **123** in the lower-left part of the keyboard, then tap **Redo**
2. Some apps, like Word, have Undo (?) and Redo (?) buttons, usually located at the top of the screen or just above the keyboard, or enhanced dialog boxes when you shake your iPhone.

Method 2 of 3:

On Windows

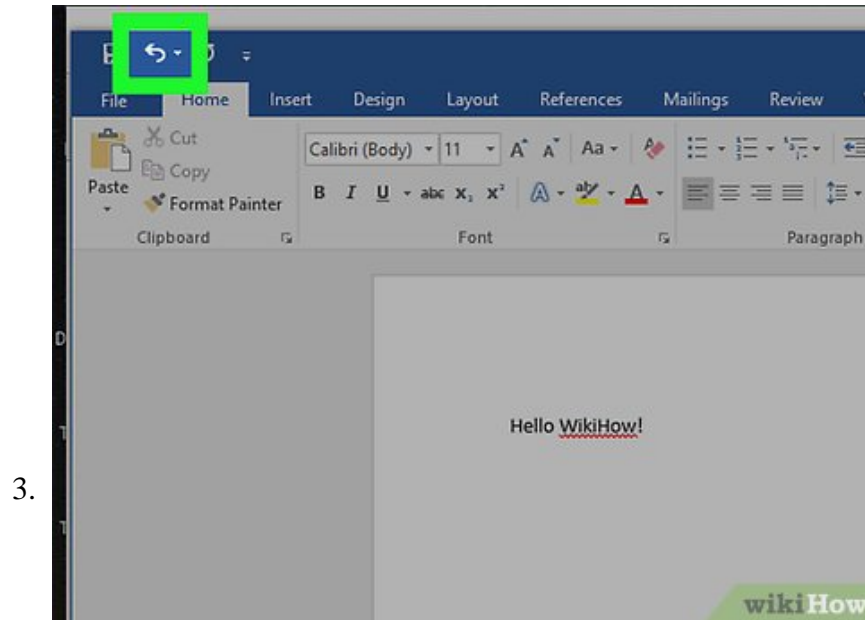


Click **Edit** in the menu bar.

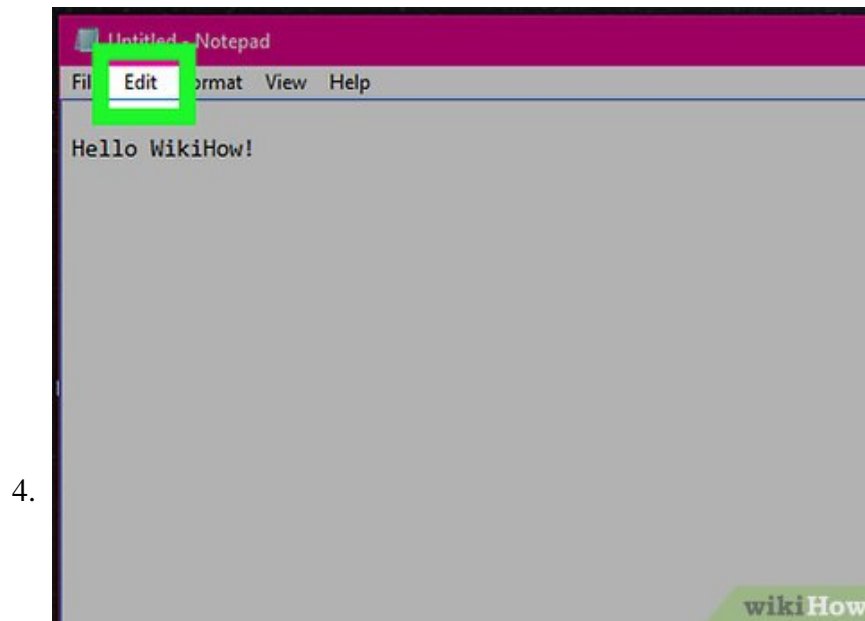


Click **Undo**. The last action you performed, such as typing, cutting, copying, or pasting, will be undone.

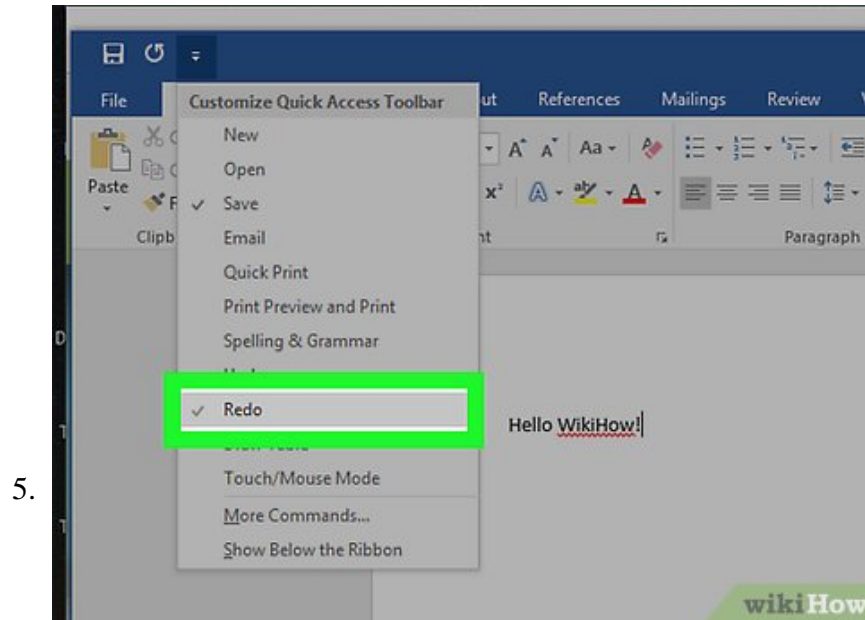
1. Alternatively, press **Ctrl + Z**.



Click the "Undo" arrow (?) in a Microsoft Office application. It's in the colored bar at the top of the window. This is a quick alternative to the other "Undo" methods, which also function in Office applications.

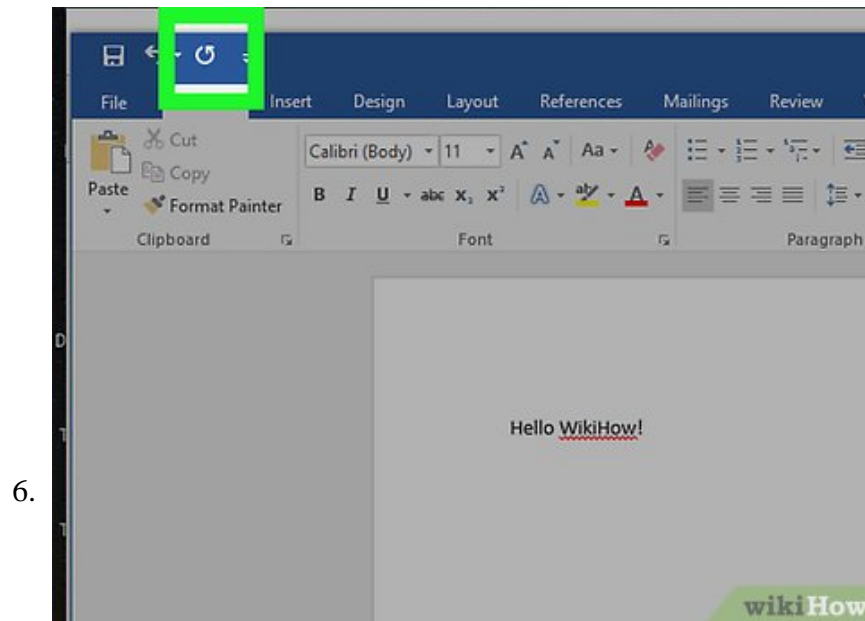


Click in the menu bar.



Click **Redo**. The last Undo you performed will be negated and the action that was undone will be replaced.

1. Alternatively, press **Ctrl + Y**.

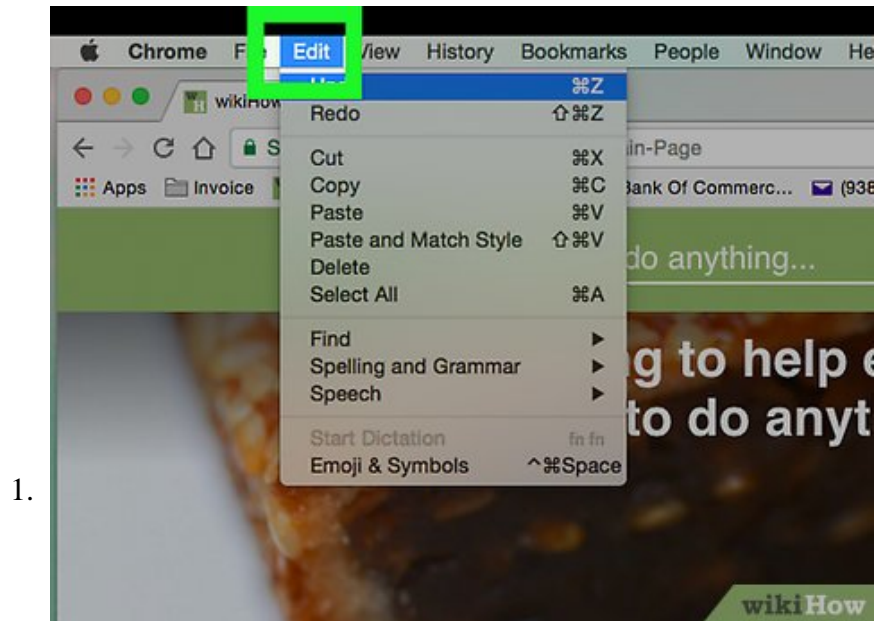


Click the "Redo" arrow (?) in a Microsoft Office application. It's in the colored bar at the top of the window. This is a quick alternative to the other "Redo" methods, which also function in Office applications. If you did not just perform an "Undo" action, clicking the arrow will repeat the last action you performed in an Office app.

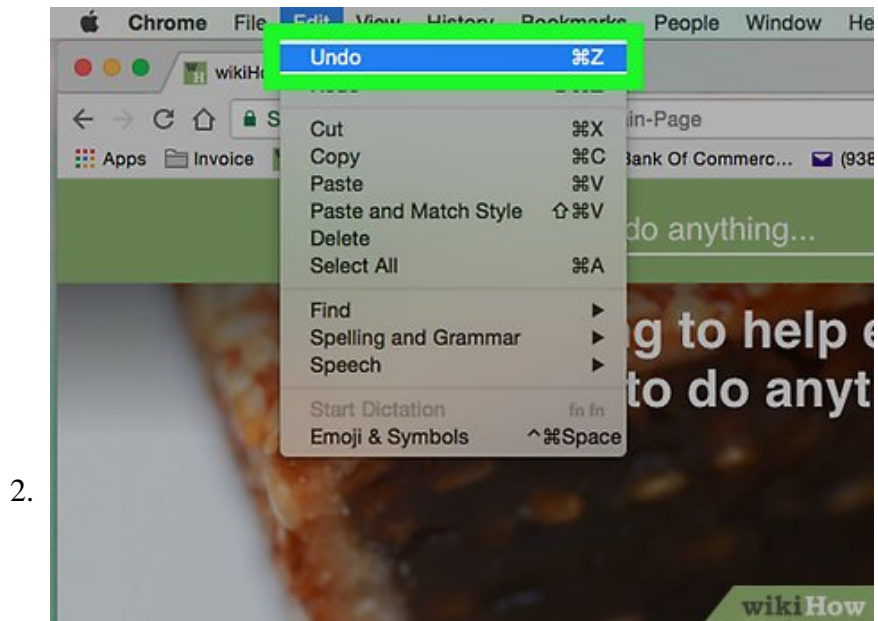
1. Not all actions can be undone or redone. If you're clicking the correct buttons and it's not working, then you've performed such an action.

Method 3 of 3:

On Mac



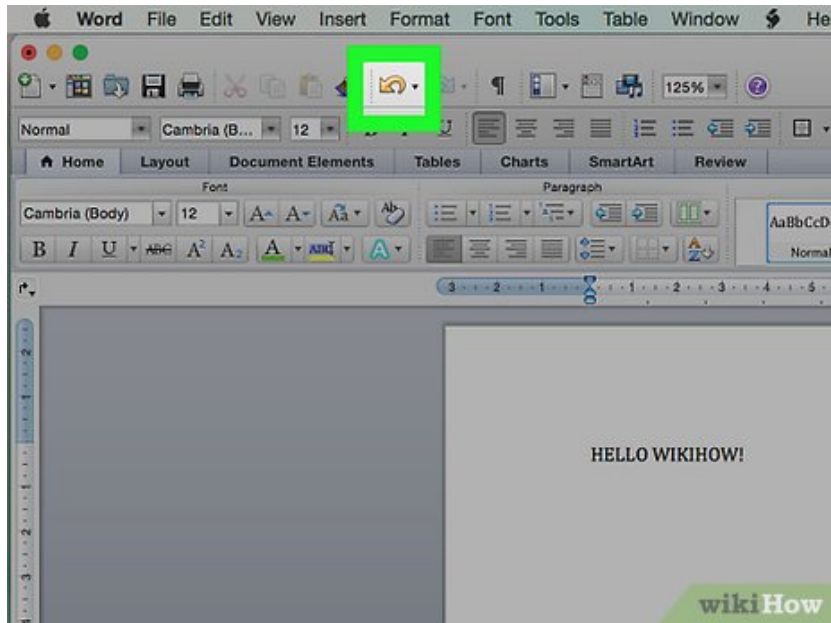
Click **Edit** in the menu bar.



Click **Undo**. The last action you performed, such as typing, cutting, copying, or pasting, will be undone.

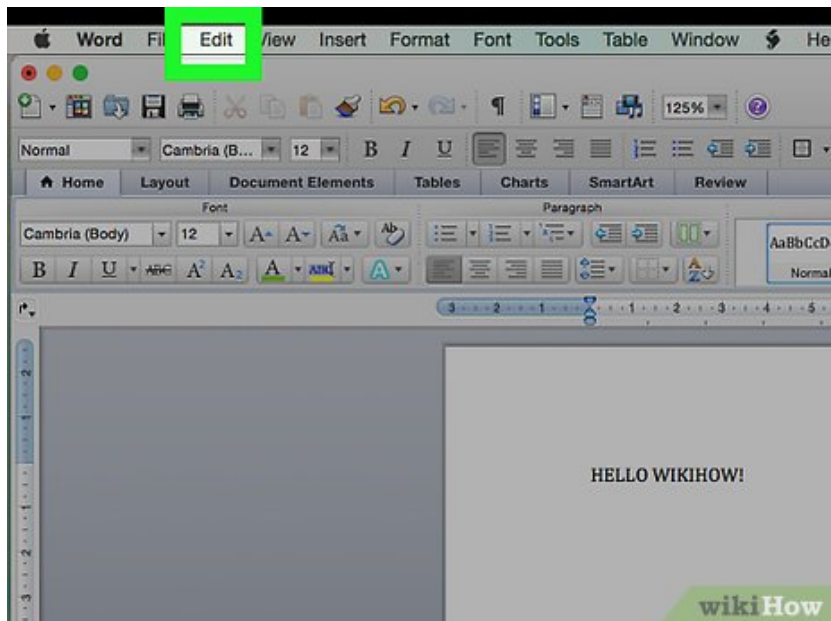
1. Alternatively, press **⌘+Z**.

3.



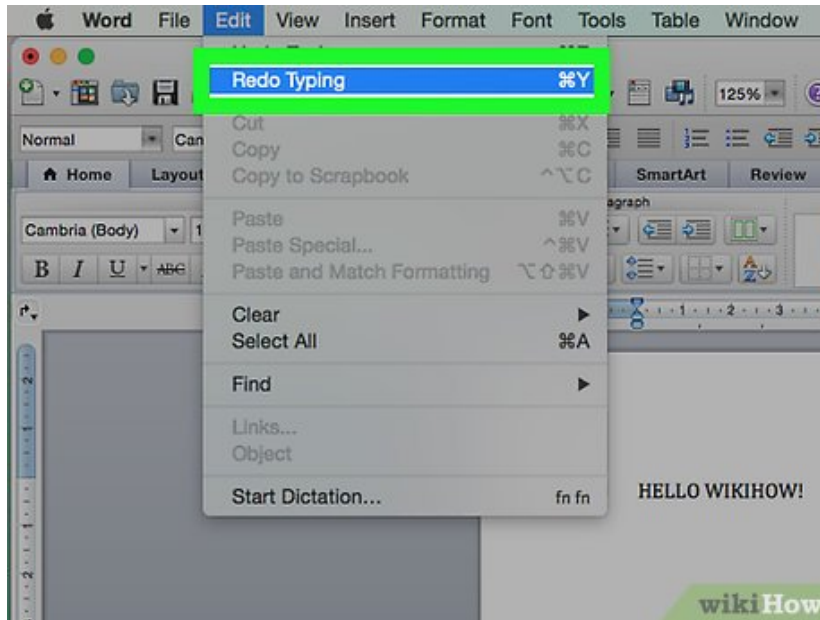
Click the "Undo" arrow (?) in a Microsoft Office application. It's in the colored bar at the top of the window. This is a quick alternative to the other "Undo" methods, which also function in Office applications.

4.



Click **Edit** in the menu bar.

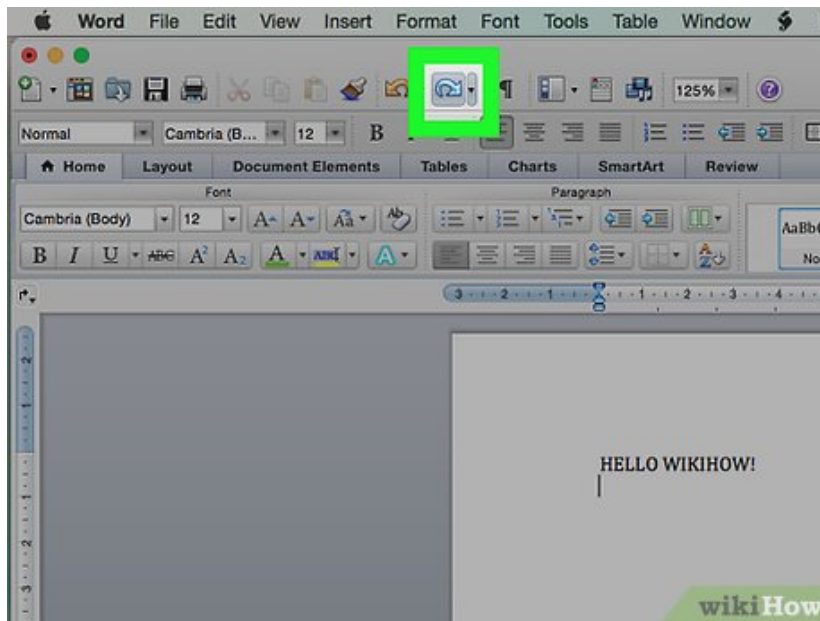
5.



Click **Redo**. The last Undo you performed will be negated and the action that was undone will be replaced.

1. Alternatively, press **⌘+Y**.

6.



Click the "Redo" arrow (?) in a Microsoft Office application. It's in the colored bar at the top of the window. This is a quick alternative to the other "Redo" methods, which also function in Office applications. If you did not just perform an "Undo" action, clicking the arrow will repeat the last action you performed in an Office app.

1. Not all actions can be undone or redone. If you're clicking the correct buttons and it's not working, then you've performed such an action.

You finished reading the article "**How to Use the Undo and Redo Commands**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

