

MacOS Keyboard Shortcuts: Avoid the Mouse!

“<>” = use **two hands** to type keys **simultaneously**

Symbol	Keys on Keyboard
⌘	Command/Apple key (like Control on a PC)
⌥	Option (like Alt on a PC)
⇧	Shift

Common Tasks

Open Document <⌘> O	Close Document <⌘> W	Close all documents <⌘> <⌥> W	Quit Program <⌘> Q	Shut All <⌘> <⇧> Q
Toggle all open windows <⌘> Tab	Toggle windows of application <⌘> ~	Minimize <⌘> M	Hide Active Window <⌘> H	Minimize Current Application F10
New window <⌘> N	New Tab <⌘> T	Print Preview <⌘> F2	Print <⌘> P	Find <⌘> F
Save <⌘> S	Save as <⇧> <⌘> S	Undo <⌘> Z	Repeat style <⌘> Y	Spell Check F7
Open Dashboard F12	Show Desktop F11	Move to Dock <Ctrl> F3	Move to Menu Bar <Ctrl> F2	Thesaurus <⇧> F7

Editing and Selecting Text

Cut <⌘> X	Copy <⌘> C	Paste <⌘> V	Bold <⌘> B	Italicize <⌘> I
Center text <⌘> E	Justify <⇧> <⌘>	Left Align <⌘> {	Right Align <⌘> }	Underline <⌘> U
Show Font <⌘> D	Change Font <⌘> D	Increase Font Size <⌘>]	Decrease Font Size <⌘> [Change Case <⇧> F3
Insert Page Break <⌘> Enter	Select All <⌘> A	Select Character(s) <⇧> Arrows	Select to start of line <⇧> <⌘> ←	Select to end of line <⇧> <⌘> →

Navigation (i.e., moving the cursor)

Go To <⌘> G	Go to beginning <⌘> Home	Go to end <⌘> End	Move to Next Field Tab	Move to Previous Field <⇧> Tab
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Excel Functions

Insert Cursor in Cell F2	Select Column <Ctrl>Spacebar	Select Row <⇧> Spacebar	Go from Sheet to Sheet <⇧> Page Up/Down
Hide /Show Menu <⇧>7	Format Cell <⇧>1		

Mac Mail

New Message <⇧> N	Attach Document ⇧ <⇧> A	Send ⇧ <⇧> D	Delete Message Delete
Reply <⇧> R	Reply All <⇧>⇧ R	Forward <⇧>⇧ F	Save as draft <⇧> S
Show font panel <⇧> T	Show colors panel <⇧> ⇧ C	Make font larger/smaller <⇧> +/-	Check spelling <⇧> :

Finder Window

Find <⇧> spacebar	New finder window <⇧> N	New folder ⇧ <⇧> N	Applications ⇧ <⇧> A	Favorites ⇧ <⇧> F	Go to folder ⇧ <⇧> G
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