

Mac Keyboard Shortcuts

Useful Shortcuts

- Command + Space Bar => **Universal Search** (find any program or file)
- Command + Z => **Undo** (undo last action)
- Command + Q => **Quit** (quit any program)
- Command + C => **Copy** (copy text, picture or other file to the clipboard)
- Command + V => **Paste** (paste contents of clipboard at current location)
- Command + X => **Cut** (move selected text or picture to the clipboard and remove)
- Function + Delete => **Delete Next Character** (delete character to right of cursor)
- Control + click => displays the context menu (like a right click on a mouse or trackpad)
- Command + Option + Escape => **Force Quit** (used to force an app to quit)

Other Helpful Shortcuts

- Command + (+) => **Zoom In** (hold down command and press plus key)
- Command + (-) => **Zoom Out** (hold down command and press minus key)
- Command + F => **Find** (search for text or file)
- Command + G => **Find Next** (search again for same text)
- Command + W => **Close Window** (closes current window or tab in browser)
- Command + H => **Hide Window** (hides current window - like yellow button)
- Command + P => **Print** (print current page or create a PDF file version)
- Command + A => **Select All** (select all text or items)

Browser Shortcuts (used in browsers like Safari, Chrome and Firefox)

- Command + R => **Refresh Page**
- Command + L => **Open Location** (enter web address or URL)