

MY FAVORITE KEYBOARD SHORTCUTS

by Penny Holland

CUTTING AND PASTING

COMMAND-C	copies selection
COMMAND-V	pastes
COMMAND-X	cuts

COMMAND-DELETE Moves selection, such as folder or file, into trash

GETTING INFO

COMMAND-I

PRINTING A DOCUMENT

COMMAND-P

CLOSING A WINDOW

COMMAND-W

QUITTING AN ACTIVE/OPEN PROGRAM

COMMAND-Q

FORCE QUIT

COMMAND-OPTION-ESCAPE

(This opens the Force Quit Applications window so you can force an application to quit)

UNDO (to undo the last action you made)

COMMAND-Z

SELECT ALL (all items in a list, in a folder, words in an email, etc.)

COMMAND-A

SCREEN SHOT

COMMAND-SHIFT-4

(This turns the cursor into crosshairs which then can be moved to a desired point, then with a click and a drag of the mouse a rectangular selection is made. When you let up on the mouse a picture “screen shot.png” is taken of the selected area and is placed on the desktop.

My latest discovery.....

To See Every Application That's Open on your Mac:

COMMAND-TAB

(or a left swipe on a MacBookPro's track pad with 4 fingers!)