



The Most Common and Popular Keyboard Shortcuts

To “Right-click” - hold down Control key and click (this gives you options depending on where you click)

Apple’s Mighty Mouse can be configured in System Preferences for a “right-click”.

- General
 - ⌘ + N = Something new (could be new contact, new email, new playlist, new window)
 - ⌘ + O = Open
 - ⌘ + W = Close a window
 - ⌘ + Q = Quit program
 - ⌘ + S = Save
 - ⌘ + P = Print
 - ⌘ + E = Eject
 - ⌘ + Delete (in FINDER only) = move to trash
 - ⌘ + Option + Escape = Force Quit
 - ⌘ + I = Get info (common in many programs)
- Navigation
 - ⌘ + Tab key = jump from one PROGRAM to another
 - ⌘ + ` (tilde key) = jump from one WINDOW to another within a program
 - ⌘ + H = Hide the current program from view
 - ⌘ + Option + H = hide all other programs (except for the one you are currently using)
 - ⌘ + M = Minimize
 - ⌘ + Z = Undo
 - ⌘ + X = Cut
 - ⌘ + C = Copy
 - ⌘ + V = Paste
 - ⌘ + . = Stop (can stop the current action, depends on the action)
 - ⌘ + ? = Help

To Quit all programs quickly - Hold ⌘ key, alternate between tab and “Q” key

F9 - displays all open windows in all programs

F10 - displays all open windows within the current program

F11 - hides all windows to reveal Desktop

F12 - dashboard

To select multiple items

Select consecutive items.... select first item, hold “shift” key, select last item

Select non-consecutive items... hold “⌘” key, click each item

⌘ + A = Select All

To Zoom in/out entire screen

Hold Control key and scroll up/down. (laptop = two fingers on trackpad, slide them)
(desktop = roll mouse scroll wheel)