

Name: _____ Date: _____ Period: _____

Mac shortcuts

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|--|----------------------------|
| 1. Cut the selected item and copy it to the Clipboard. | A. Command-C |
| 2. Copy the selected item to the Clipboard. This also works for files in the Finder. | B. Home |
| 3. Paste the contents of the Clipboard into the current document or app. This also works for files in the Finder. | C. Command-Comma (,) |
| 4. Undo the previous command. You can then press Command-Shift-Z to Redo, reversing the undo command. In some apps, you can undo and redo multiple commands. | D. Command-S |
| 5. Select All items. | E. Command-Z |
| 6. Find items in a document or open a Find window. | F. Control-Command-D |
| 7. New: Open an new document or window. | G. Command-B |
| 8. Print the current document. | H. Command-N |
| 9. Save the current document | I. Control-F |
| 10. Screenshot: Take a screenshot of a selected area. | J. Command-C |
| 11. Preferences: Open preferences for the front app. | K. Shift-Command-Colon (:) |
| 12. Boldface the selected text, or turn boldfacing on or off. | L. Shift-Command-4 |
| 13. Italicize the selected text, or turn italics on or off. | M. Command-U |
| 14. Underline the selected text, or turn underlining on or off. | N. Command-T |
| 15. Show or hide the Fonts window. | O. Command-I |
| 16. Show or hide the definition of the selected word. | P. Command-F |
| 17. Display the Spelling and Grammar window. | Q. Control-B |
| 18. Find misspelled words in the document. | R. Command-A |
| 19. Scroll up one page. | S. Command-Semicolon (;) |
| 20. Scroll down one page. | T. End |
| 21. To the beginning of a document. | U. Command-p |
| 22. To the end of a document. | V. Page Down |

23. Move to the beginning of the line or paragraph.

W. Control-E

24. Move to the end of a line or paragraph.

X. Page Up

25. Move one character forward.

Y. Control-A

26. Move one character backward.

Z. Command-X