

Common MAC OSX Keyboard Shortcut Commands

Startup Commands

- X** Forces computer to boot into OSX
 - Safe Mode
- C** Boots from System CD
- T** Boots the computer into Target Mode
- Command + Option + P + R at Start up** Zaps the PRAM

General Commands

- Command + A** Select all
- Command + C** Copy (what is selected or highlighted)
- Command + D** Duplicate (folders and Files)
- Command + E** Ejects selected disk
- Command + F** Find file
- Command + H** Hides the active program
- Command + I** Get Info on selected files or folders
- Command + K** Connect to server
- Command + M** Minimizes the active window
- Command + N** New Finder window
- Command Shift + N** New folder
- Command + O** Open
- Command + Q** Quit
- Command + R** Show original (with alias highlighted)
- Command + S** Save
- Command + V** Paste
- Command + W** Close
- Command + X** Cut
- Command + Z** Undo
- Option + Minimize Window** Minimizes all windows of an application
- Command + Tab Key** Switch between open applications
- Command + Shift + Tab Key** Switch between open applications in reverse order
- Command + Delete Key** Move to trash
- Command + Mouse Drag** Move a file from one

- Command + Option + Escape** Open Force Quit window
- Command + Option + Mouse Drag** Create Alias where mouse button is released
- Command + Option + Power key** Force sleep
- Command + Option + Shift+ Power key** Force shutdown
- Command + Shift + 3** Screen shot
- Command + Shift + 4** Selection cursor to select an area for a Screen Shot
- Command + ~** Switch between open windows in the same program
- Command + Tab + Q** Quit selected program in application switcher
- Option + Close Window** Closes all windows of an application
- Option + Mouse Drag** Copy file or folder from one location to another
- Option + double click on folder** Closes the window where the folder resides
- F9** Default button for Exposé all windows
- F10** Default button for Exposé windows current application
- F11** Default button for Exposé view Desktop












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Common Windows Keyboard Shortcut Commands

Startup Commands
F8 Boot options including Safe Mod and Last Known Good Configuration

General Commands
 +E Display or hide the Start Menu
 +F Open Windows Explorer
 +F1 Search for a file or folder
 +F1 Display Windows Help
 +L Locks the Desktop (use Ctrl+Alt+Delete to unlock)
 +D Minimize all windows and shows the Desktop
 +M Minimize all windows
 +Shift+M Restore all minimized windows
 +TAB Switch between open items in the Taskbar

ALT+ENTER View properties on the selected item
ALT+TAB Switch between open items
ALT+F4 Close the active window
ALT+SPACE Display the system menu for the active window
ALT+SPACE+X Maximize the current window
ALT+SPACE+N Minimize the current window
ALT+ ↓ Open a drop-down list
ALT+F6 Switch between open windows in the same program

CTRL+A Select all
CTRL+B Bold
CTRL+C Copy
CTRL+I Italics
CTRL+O Open an item

CTRL+U Underline
CTRL+V Paste
CTRL+X Cut
CTRL+Z Undo
CTRL+ESC Display or hide the Start Menu

SHIFT+DELETE Delete the selected item permanently (does not go to the recycle bin)
SHIFT+F10 Display the shortcut menu for the selected item (same as right-click of mouse)
SHIFT+CTRL+ESC Launches Task Manager
SHIFT when insert CD Prevents the CD from automatically playing
F1 Displays help in current application
F2 Rename selected item
F3 Search for file or folder (in Windows Explorer)
F4 Display the address bar list in Windows Explorer or Internet Explorer
F5 Refresh the active window
F10 Activate the menu bar in the active program

Internet Explorer Commands

CTRL+B Open the Organize Favorites dialog box
CTRL+E Open the Search bar
CTRL+F Start the Find utility
CTRL+H Open the History bar
CTRL+I Open the Favorites bar
CTRL+L Open the Open dialog box
CTRL+N Open another instance of the browser with the same Web address
CTRL+O Open the Open dialog box,
the same as CTRL+L
CTRL+P Open the Print dialog box
CTRL+R Refresh the current Web page
CTRL+W Close the current window

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