




PC and Mac Keyboard Shortcuts


Keyboard shortcuts let you work much faster on your computer. Try these out today!



- Generally where you would use **Ctrl** for a PC command use the **⌘ (Command)** key on a Mac
-  = Windows Key on a PC **⌘** = Command Key on a Mac

| Mac Command | What it does | PC Command |
|---|--|--|
| General Shortcuts | | |
| ⌘+Tab | Cycles through each open window | Alt +Tab |
| Ctrl+tap trackpad | Right mouse click (or two fingers onto the trackpad) | |
| Shift+Tab | Takes you backwards when tabbing through a form | Shift+Tab |
| Shift+◀ or ▶ | Select more or less text. (or just click and drag) | Shift+◀ or ▶ |
| Function+F11 | Show Desktop (clears away all the open windows) |  +D |
| ⌘+Q | Quit a program | Alt+F4 |
| ⌘+shift+Q | Close all windows and log out | Press Alt+F4 again |
| ⌘+Option+Esc | Force Quit a crashed program using Task Manager (PC) or Activity Monitor (Mac) | Ctrl-Alt-Del or Ctrl+Shift+ESC |
| ⌘+space | Spotlight search box (Mac) Cortana search box (PC) |  +Q |
| ⌘+shift+3 | Full screen screenshot | Print Screen |
| ⌘+shift+4 | Drag-able screenshot | Use Snipping Tool |
| Editing Shortcuts | | |
| ⌘+A | Select All | Ctrl+A |
| ⌘+X | Cut | Ctrl+X |
| ⌘+C | Copy | Ctrl+C |
| ⌘+V | Paste | Ctrl+V |
| ⌘+P | Print (very useful if you can't find the edit menu) | Ctrl+P |
| ⌘+S | Save | Ctrl+S |
| ⌘+Z | Undo the last thing(s) you did | Ctrl+Z |
| ⌘+Y | Redo (if you accidentally undid something) | Ctrl+Y |
| ⌘+Shift+H | Find (and replace) words | Ctrl+F |
| Browser Shortcuts (click into the browser first) | | |
| ⌘+T | Open a new tab | Ctrl+T |
| ⌘+Shift+W | Close a tab | Ctrl+W |
| ⌘+Shift+T | Re-open a tab you accidentally closed | Ctrl+Shift+T |
| ⌘+◀ | Go back to previous webpage (back button) | Alt+◀ |
| ⌘+▶ | Go to the next webpage (forward button) | Alt+▶ |
| Word Shortcuts | | |
| ⌘+◀ ⌘+▶ | Go to beginning of line Go to end of line | Home End |
| Function+▲ | Top of page | Page Up |
| Function+▼ | Bottom of page | Page Down |
| ⌘+Function+◀ | Go to beginning of document | Ctrl+Home |
| ⌘+Function+▶ | Go to end of document | Ctrl+End |
| ⌘+1 ⌘+2 ⌘+5 | Single spacing Double spacing 1.5 spacing | Ctrl+1 Ctrl+2 Ctrl+5 |
| ⌘+B ⌘+I ⌘+U | Bold <i>Italics</i> <u>Underline</u> | Ctrl+B Ctrl+I Ctrl+U |
| ⌘+L ⌘+E ⌘+R | Left Justify <i>Centre justify</i> Right Justify | Ctrl+L Ctrl+E Ctrl+R |
| | Increase or decrease font size | Ctrl+Shift+< or > |
| ⌘+Shift+A | toggle between CAPS, Title Caps and lower caps | Shift+F3 |
| Return | Enter/Return actually starts a new paragraph or a new bullet point NOT just a new line. | Enter |
| Shift+Return | Soft Return - Start new line inside paragraph, bullet point or web form. | Shift+Enter |
| Alt+Return | Start a new line inside a cell in Excel. Enter just takes you to the next cell down). | Alt+Enter |
| Ctrl+Tab | Allows you to tab inside a cell in a Word table1 2 3 4 | Ctrl+Tab |
| ⌘+Enter | Start a new page | Ctrl+Enter |

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