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| **Shortcut** | **Description** |
| Command-X | **Cut** the selected item and copy it to the Clipboard. |
| Command-C | **Copy** the selected item to the Clipboard. This also works for files in the Finder. |
| Command-V | **Paste** the contents of the Clipboard into the current document or app. This also works for files in the Finder. |
| Command-Z | **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. |
| Command-A | **Select All** items. |
| Command-F | **Find**items in a document or open a Find window. |
| Command-G | **Find Again**: Find the next occurrence of the item previously found. To find the previous occurrence, press Command-Shift-G. |
| Command-H | **Hide** the windows of the front app. To view the front app but hide all other apps, press Command-Option-H. |
| Command-M | **Minimize** the front window to the Dock. To minimize all windows of the front app, press Command-Option-M. |
| Command-N | **New:** Open an new document or window. |
| Command-O | **Open** the selected item, or open a dialog to select a file to open. |
| Command-P | **Print** the current document. |
| Command-S | **Save** the current document. |
| Command-W | **Close** the front window. To close all windows of the app, press Command-Option-W. |
| Command-Q | **Quit** the app. |
| Option-Command-Esc | **Force Quit**: Choose an app to [force quit](https://support.apple.com/HT201276). Or press Command-Shift-Option-Esc and hold for 3 seconds to force just the front app to quit. |
| Command–Space bar | **Spotlight**: Show or hide the [Spotlight](https://support.apple.com/kb/HT201744) search field. To perform a Spotlight search from a Finder window, press Command–Option–Space bar. If you [use multiple input sources](https://support.apple.com/kb/PH21564) to type in different languages, these shortcuts [change input sources instead of showing Spotlight](https://support.apple.com/kb/PH21554). |
| Space bar | **Quick Look:** Use [Quick Look](https://support.apple.com/kb/HT201067) to preview the selected item. |
| Command-Tab | **Switch apps:** Switch to the next most recently used app among your open apps. |
| Shift-Command-Tilde (~) | **Switch windows:** Switch to the next most recently used window of the front app. |
| Shift-Command-3 | **Screenshot**: Take a screenshot of the entire screen. [Learn more screenshot shortcuts](https://support.apple.com/kb/HT201361). |
| Command-Comma (,) | **Preferences:** Open preferences for the front app. |

