

Universal macOS Keyboard Shortcuts — Cheat Sheet (1/4)

⌘ + / ⌘ -	^ + Tab	⌘ + Z
Increase / decrease text size	Next tab	Undo
⌘ + Tab	^ + Shift + Tab	⌘ + Shift + Z
Switch applications	Previous tab	Redo
⌘ + Shift + Tab	⌘ + W	Esc
Reverse app switching	Close window	Cancel / dismiss
⌘ + `	⌘ + Q	⌘ + ,
Switch windows in app	Quit app	Preferences

Universal macOS Keyboard Shortcuts — Cheat Sheet (2/4)

⌘ + Space	⌘ + M	⌘ + C
Spotlight	Minimize window	Copy
⌘ + Option + Space	⌘ + Control + F	⌘ + V
Finder search	Toggle full screen	Paste
⌘ + H	⌘ + Shift + 3	⌘ + X
Hide app	Screenshot screen	Cut
⌘ + Option + H	⌘ + Shift + 4	⌘ + A
Hide others	Screenshot selection	Select all

Presentation-Specific Shortcuts — Cheat Sheet (3/4)

⌘ + Shift + Return

Start slideshow

Esc

End slideshow

B

Black screen

W

White screen

⌘ + L

Laser pointer (hold)

⌘ + =

Zoom in (where supported)

⌘ + -

Zoom out

⌘ + Tab

Open external links safely

→ / ←

Next / previous slide

⌘ + P

Pointer mode

⌘ + H

Hide PowerPoint

⌘ + M

Minimize PowerPoint

Danger vs Safe Shortcuts — Cheat Sheet (4/4)

SAFE:

⌘ + W

Close window

SAFE:

Esc

Cancel action

SAFE:

⌘ + H

Hide app

SAFE:

⌘ + M

Minimize

DANGER:

⌘ + Q

Quit app

DANGER:

⌘ + Option + Esc

Force Quit

DANGER:

⌘ + Delete

Delete immediately

DANGER:

Power button

Sleep/shutdown

MENTAL MODEL:

Windows ≠ Apps

Undo exists

(⌘ + Z)

Esc = Never mind

When unsure:

Hide, don't quit