

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

⌘ + / ⌘ -

Increase / decrease text size

⌘ + Tab

Switch applications

⌘ + Shift + Tab

Reverse app switching

⌘ + `

Switch windows in app

^ + Tab

Next tab

^ + Shift + Tab

Previous tab

⌘ + W

Close window

⌘ + Q

Quit app

⌘ + Z

Undo

⌘ + Shift + Z

Redo

Esc

Cancel / dismiss

⌘ + ,

Preferences

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

⌘ + Space

Spotlight

⌘ + Option + Space

Finder search

⌘ + H

Hide app

⌘ + Option + H

Hide others

⌘ + M

Minimize window

⌘ + Control + F

Toggle full screen

⌘ + Shift + 3

Screenshot screen

⌘ + Shift + 4

Screenshot selection

⌘ + C

Copy

⌘ + V

Paste

⌘ + X

Cut

⌘ + A

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