Keyboard Hotkey

Contents

VS Code

Hotkey	Note
Cmd + [Left-Click] = F12	Go to function definition
Cmd + /	Comment out current line/selected lines
Cmd + D	Select word or next occurrence
Cmd + Enter	Insert line below
Cmd + F	Open the Find and Replace dialog
Ctrl + </kbd> = <kbd>Cmd</kbd> + <kbd>J</kbd> | Show/Hide Terminal (& Switch the cursor between Terminal and code) | | <kbd>Ctrl</kbd> + <kbd>Shift</kbd> + <kbd>	Create a new Terminal window
Cmd + K 0	Fold/Collapse open items
Cmd + K J	Unfold/Expand closed items
Cmd + K S	View all available keyboard shortcuts
Cmd + K Z	Toggle Zen mode (View > Appearance > Zen Mode/Centered Layout)
Cmd + K W	Close all editors
Cmd + L	Select current line
Cmd + B	Toggle primary sidebar
Cmd + Opt + B	Toggle secondary sidebar
Cmd + P	Go to file
Cmd + Shift + Enter	Insert line above

Hotkey	Note
Cmd + Shift + L	Multi-cursor editing - it selects all matches in the current file to the currently highlighted text. Press "ESC" to disable it. [1]
Cmd + Shift + P	Open command palette
Cmd + Shift + F	Open Search panel
Cmd + Shift + E	Open the Explorer file tree and reveal the file you're currently viewing.
Cmd + Shift + X	Open Extensions marketplace
Cmd + Shift + M	Open Problems panel (for linting errors, warnings, and diagnostics)
Ctrl + Tab	Switch between tabs
F2	Rename every occurrence of the same reference
Opt + [Left-Click]	Put cursor on multiple lines simultaneously
Opt + ↑/↓	Move line up/down (reordering). Holding it with `Shift` will copy/duplicate the line as well.
Opt + Shift + ↑/↓	Duplicate the current line above/below
Opt + Shift	Column/Box Selection: Select blocks of text by holding it while you drag your mouse.
Opt + Shift + O	Remove unused imports, declarations, etc.
Cmd + Shift + O	Jump to a specific symbol (a function/class/variable/etc.) in the file
Cmd + \	Split Editor Down (Vertical Split)
Cmd + K + \	Split Editor Down (Horizontal Split)
Ctrl + [1-9]	Switch to a specific editor/tab by number
Cmd + K Shift + Enter	Pin/unpin editor/tab
Cmd + Shift + [	Move to previous terminal
Cmd + Shift +]	Move to next terminal
Cmd + Shift + \	Shift focus from the terminal pane to the terminal tabs view

Apple Notes

Hotkey	Note
Cmd + Shift + ,	Zoom out
Cmd + Shift + .	Zoom in
Ctrl + Cmd + I	Show or hide highlights in a shared note
Ctrl + Cmd + K	Show or hide the activity list in a shared note
Cmd + Shift + 7	Apply bulleted list format
Cmd + Shift + 9	Apply numbered list format
Cmd + Shift + L	Apply checklist format
Cmd + Shift + H	Apply heading format
Cmd + Shift + J	Apply subheading format

Apple Calendar

---

[1]Bonus: Install the "Multiple Cursor Case Preserve" extension for Visual Studio Code. It ensures that when you're editing text with multiple cursors, the case formatting—such as camelCase, UPPERCASE, or lowercase—is preserved. This is particularly useful when you need to rename variables or terms consistently without disrupting their original casing.

Hotkey	Note
Cmd + ←	Go to the previous day, week, month, or year
Cmd + →	Go to the next day, week, month, or year
Cmd + T	Go to today's date
Cmd + Shift + T	Go to a specific date
Cmd + 1	Switch to Day view
Cmd + 2	Switch to Week view
Cmd + 3	Switch to Month view
Cmd + 4	Switch to Year view
Cmd + N	Add a new event
Cmd + E	Edit the selected event

Apple Reminders

Hotkey	Note
Cmd +]	Indent Reminder
Cmd + [	Outdent Reminder
Cmd + T	Set reminder as due today
Opt + Cmd + T	Set reminder as due tomorrow
Cmd + K	Set reminder as due next weekend (Saturday)
Opt + Cmd + K	Set reminder as due next week (Monday)
Shift + Cmd + E	Hide all subtasks
Cmd + E	Show all subtasks
Shift + Cmd + C	Mark reminder as completed or incomplete
Shift + Cmd + F	Flag or unflag reminder
Cmd + [List-Number]	Go to pinned list. To find the number assigned to each list, choose View > Go To.
Cmd + Enter	While editing: Save/exit editing the reminder; While not editing: Mark reminder as complete [2] [3]

ChatGPT Desktop Application

Hotkey	Note
Ctrl + Cmd + S	Toggle sidebar
Cmd + N	Open new chat
Cmd + Shift + N	Open new temporary chat

File Manager [4] [5]

Hotkey	Note
Cmd + [	Move back to the previous Finder location
Cmd +]	Move forward to the next Finder location
Cmd + 1	Show the active window in icon mode

---

[2]When editing a reminder (e.g., you've clicked into it to change the text), Cmd + Enter will end editing — it finalizes your changes and exits the editing mode (kind of feels like "selecting" or saving the text).

[3]When not editing (e.g., you're just navigating or viewing reminders), Cmd + Enter will select all text and enter the editing mode.

[4]Windows: File Explorer

[5]Apple: Finder

Hotkey	Note
Cmd + 2	Show the active window in list mode
Cmd + 3	Show the active window in column mode
Cmd + 4	Show the active window in gallery mode
Cmd + Delete/Backspace	Move the selected item to Trash
Cmd + D	Duplicate selected item(s)
Cmd + Enter	Rename the selected item
Cmd + O	Open (or launch) the selected item, just like double-clicking it
Cmd + I	Open the Info window for the selected item
Cmd + Shift + .	Reveal hidden files such as ._ (dot underscore) files that are normally invisible
Cmd + Shift + G	Takes you to a folder that you specify
Cmd + Shift + I	Go to "iCloud Drive" in Finder
Cmd + Shift + A	Go to "Applications" in Finder
Cmd + Shift + O	Go to "Documents" in Finder
Cmd + Opt + L	Go to "Downloads" in Finder
Cmd + Shift + N	Create a new folder
Ctrl + Opt + Cmd + 1	Sort by name
Ctrl + Opt + Cmd + 2	Sort by kind
Ctrl + Opt + Cmd + 6	Sort by size

macOS

Hotkey	Note
Cmd + [Left-Click]	On any dock app opens it in Finder. This also works in Spotlight: If you hold `Cmd` while pressing `Enter`, it will show the app (or file) in Finder!
Cmd + Ctrl + Q	Lock screen
Cmd + Ctrl + D	Lets you look up a dictionary definition for the word you hover over with the cursor (no need to select it)
Cmd + Ctrl + Shift + 3	Snip the full screen and copy the screenshot to clipboard
Cmd + Ctrl + Shift + 4	Snip the selected area and copy the screenshot to clipboard
Cmd + M	Minimize window
Cmd + Opt + Esc	Force quit applications
Cmd + Q	Quit application
Cmd + Shift + 3	Capture the full screen
Cmd + Shift + 4	Capture a portion of the screen (selected area)
Cmd + Shift + 5	Open the Screenshot app (to e.g., record screen). This is where you can select/change the default folder/location where screenshots are saved.
Cmd + Shift + Q	Log out
Ctrl + Cmd + Space	Use emojis/symbols. Press it alongside the text to get the corresponding emoji/symbols
Opt + Cmd + Space	Open a Finder window with the search bar active
Cmd + Shift + /	Show the menu bar search, which reveals the menu bar with the added benefit of putting the cursor in the search field, so that you can quickly type the command you want and hit `Enter`
Cmd + Space	Open Spotlight search bar
Cmd + Tab	Switch between different open applications
Ctrl + Cmd + F	Enter/Exit full screen mode
Opt + Shift + K	

Hotkey	Note
Fn + C	Open Control Center

Notion

Hotkey	Note
Cmd + [	Go back a page
Cmd +]	Go forward a page
Cmd + \	Show/Hide sidebar

Terminal

Hotkey	Note
Ctrl + A	Jump to the start of the line
Ctrl + E	Jump to the end of the line
Ctrl + U	Delete everything you've written in Terminal and start over, in case you entered any typos in between
Ctrl + W	Delete a word backwards from the current cursor position
Ctrl + Y	Paste text from the kill buffer
Opt + F	Jump forward by a word
Opt + B	Jump backward by a word
Opt + D	Delete a word forwards from the current cursor position

Web Browser (Microsoft Edge)

Hotkey	Note
Cmd + [Left-Arrow] = Cmd + [	Go back a page
Cmd + [Right-Arrow] = Cmd +]	Go forward a page
Cmd + [Left-Click]	Open link in a new tab
Cmd + D	Save the current tab as a favorite (i.e., bookmark the current tab)
Cmd + L	Select address bar (to edit URL)
Cmd + N	Open a new window
Cmd + R	Normal reload/refresh a web page
Cmd + Shift + B	Show/Hide the Favorites bar
Cmd + Shift + F	Show/Hide toolbar in full screen mode
Cmd + Shift + N	Open a new InPrivate (/) window
Cmd + Shift + R	Hard reload/refresh a web page
Cmd + Shift + T	Reopen the last closed tab
Cmd + Shift + Y	Show/Hide Collections
Cmd + Opt + L	Show/Hide Downloads
Cmd + Y	Open History
Cmd + T	Open a new tab
Cmd + W	Close the current window
Cmd + Shift + W	Close the current window, along with all its tabs
Space = PgDn	

Hotkey	Note
Ctrl + Tab	Moves to the next tab (rightward) [6]
Ctrl + Shift + Tab	Moves to the previous tab (leftward) [7]
Opt + Cmd + [Right-Arrow]	Moves to the next tab (rightward) [8]
Opt + Cmd + [Left-Arrow]	Moves to the previous tab (leftward) [9]

YouTube

Hotkey	Note
/	Go to search box
←/→	Backward/Forward a video by 5 seconds
↑/↓	Increase/Decrease volume by 5%
Opt + ←/→	Go to the previous/next chapter
F	Toggle full screen mode
K = Spacebar	Toggle Play/Pause
M	Toggle Mute/Unmute
Shift + ,	Decrease playback speed
Shift + .	Increase playback speed
T	Toggle theater mode

---

[6]Note that `Ctrl + Tab` might follow **recently used order** depending on browser settings, while `Opt + Cmd + [Right-Arrow]` always moves tabs in **linear/sequential order**.

[7]Note that `Ctrl + Shift + Tab` might follow **recently used order** depending on browser settings, while `Opt + Cmd + [Left-Arrow]` always moves tabs in **linear/sequential order**.

[8]Note that `Opt + Cmd + [Right-Arrow]` always moves tabs in **linear/sequential order**, while `Ctrl + Tab` might follow **recently used order** depending on browser settings.

[9]Note that `Opt + Cmd + [Left-Arrow]` always moves tabs in **linear/sequential order**, while `Ctrl + Shift + Tab` might follow **recently used order** depending on browser settings.