MacBook Keyboard Shortcut

SHORTCUT	DESCRIPTION
⌘ A	Copy item to Clipboard.
⌘ F	Find: Open a Find window, or find items in a document.
⌘ G	Find Again: Find the next occurrence of the item.
⌘ H	Hide the windows of the front app.
⌘ M	Minimize the front window to the Dock.
⌘ N	Open a new document or window.
⌘ O	Open the selected item, or open a dialog to select a file to open.
⌘ P	Print current document.
⌘ Q	Quit the app.
⌘ S	Save the current document.
⌘ V	Paste contents of Clipboard in current document.
⌘ W	Close the front window.
⌘ X	Cut selected item and copy to the Clipboard.
⌘ Z	Undo the previous command.
⌘ Shift Z	Redo
⌘ Opt Esc	Force Quit: Choose an app to force quit.
⌘ Tab	Switch apps.
⌘ Shft Tilde	Switch windows.
⌘ Shft 3	Screenshot of the entire screen
⌘ Shft 4	Select area screenshot
⌘ Comma	Preferences: Open preferences for the front app.

POWER BUTTON

Tap to turn on your Mac or wake your Mac from sleep.
Hold for 1.5 secs while your Mac is awake to display if you want to restart, sleep, or shut down.
Hold for 5 seconds to force your Mac to turn off.

⌘ Ctrl Power	Force your Mac to restart.
⌘ Ctrl Power	Put your Mac to sleep.
Shft Ctrl Power	Put your displays to sleep.
⌘ Ctrl Power:	Quit all apps, then restart your Mac.
⌘ Option–Ctrl Power	Quit all apps, then shut down your Mac.
⌘ Shft Q	Log out of your OS X user account.
⌘ Shft Option-Q	Log out of your OS X user account immediately, No confirm.

DOCUMENT SHORTCUTS

⌘ B	Boldface the selected text, or turn boldfacing on or off.
⌘ I	Italicize the selected text, or turn italics on or off.
⌘ U	Underline the selected text, or turn underlining on or off.
⌘ T	Show or hide the Fonts window.
⌘ D	Select the Desktop folder from within an Open dialog or Save dialog.
⌘ Ctrl D	Show or hide the definition of the selected word.
⌘ :	Display the Spelling and Grammar window.
⌘ ;	Find misspelled words in the document.
Opt Del	Delete the word to the left of the insertion point.

Ctrl H	Delete the character to the left of the insertion point. Or use Delete.
Ctrl D	Delete the character to the right of the insertion point. Or use Fn-Delete.
Fn-Del	Forward delete on keyboards that don't have a Forward Delete key. Or use Control-D.
Ctrl K	Delete the text between the insertion point and the end of the line or paragraph.
⌘ Del:	Select Delete or Don't Save in a dialog that contains a Delete or Don't Save button.
Fn ▲	Page Up: Scroll up one page.
Fn ▼	Page Down: Scroll down one page.
Fn ◄	Home: Scroll to the beginning of a document.
Fn ►	End: Scroll to the end of a document.
⌘ ▲	Move the insertion point to the beginning of the document.
⌘ ▼	Move the insertion point to the end of the document.
⌘ ◄	Move the insertion point to the beginning of the current line.
⌘ ►	Move the insertion point to the end of the current line.
Opt ◄	Move the insertion point to the beginning of the previous word.
Opt ►	Move the insertion point to the end of the next word.
⌘ Shft ▲	Select the text between the insertion point and the beginning of the document.
⌘ Shft ▼	Select the text between the insertion point and the end of the document.
⌘ Shut ◄	Select the text between the insertion point and the beginning of the current line.
⌘ Shft ►	Select the text between the insertion point and the end of the current line.
Shft ▲	Extend text selection to the nearest character at the same horizontal location on the line above.
Shft ▼	Extend text selection to the nearest character at the same horizontal location on the line below.
Shft ◄	Extend text selection one character to the left.
Shft ►	Extend text selection one character to the right.
Shft Opt ▲	Extend text selection to the beginning of the current paragraph, then to the beginning of the following paragraph if pressed again.
Shft Opt ▼	Extend text selection to the end of the current paragraph, then to the end of the following paragraph if pressed again.
Shft Opt ◄	Extend text selection to the beginning of the current word, then to the beginning of the following word if pressed again.
Shft Opt ►	Extend text selection to the end of the current word, then to the end of the following word if pressed again.
Ctrl A	Move to the beginning of the line or paragraph.
Ctrl B	Move one character backward.
Ctrl E	Move to the end of a line or paragraph.
Ctrl F	Move one character forward.
Ctrl L	Center the cursor or selection in the visible area.
Ctrl N	Move down one line.
Ctrl O	Insert a new line after the insertion point.
Ctrl P	Move up one line.
Ctrl T	Swap characters behind the insertion point with characters in front of insertion point.
⌘ {	Left align.
⌘ }	Right align.
⌘ Shft l	Center align.
⌘ Opt F	Go to the search field.
⌘ Opt T	Show or hide a toolbar in the app.
⌘ Opt C	Copy Style: Copy the formatting settings of the selected item to the Clipboard.
⌘ Opt V	Paste Style: Apply the copied style to the selected item.
⌘ Shft Opt V	Paste and Match Style: Apply the style of the surrounding content to the item pasted within that content.

⌘ Opt I   Show or hide the inspector window.
⌘ Shft P   Page setup: Display a window for selecting document settings.
⌘ Shft S   Display the Save As dialog, or duplicate the current document.
⌘ Shft Minus sign (-)   Decrease the size of the selected item.
⌘ Shft +: Increase the size of the selected item. Command–Equal sign (=) performs the same function.
⌘ Shft ?: Open the Help menu.

FINDER SHORTCUTS

⌘ D   Duplicate the selected files.
⌘ E   Eject the selected disk or volume.
⌘ F   Start a Spotlight search in the Finder window.
⌘ I   Show the Get Info window for a selected file.
⌘ Shft C   Open the Computer window.
⌘ Shft D   Open the desktop folder.
⌘ Shft F   Open the All My Files window.
⌘ Shft G   Open a Go to Folder window.
⌘ Shft H   Open the Home folder of the current OS X user account.
⌘ Shft I   Open iCloud Drive.
⌘ Shft K   Open the Network window.
⌘ Shft L   Open the Downloads folder.
⌘ Shft O   Open the Documents folder.
⌘ Shft R   Open the AirDrop window.
⌘ Shft U   Open the Utilities folder.
⌘ Opt D   Show or hide the Dock. This often works even when you're not in the Finder.
⌘ Ctrl T   Add the selected item to the sidebar (OS X Mavericks or later).
⌘ Opt P   Hide or show the path bar in Finder windows.
⌘ Opt S   Hide or show the Sidebar in Finder windows.
⌘ Slash /   Hide or show the status bar in Finder windows.
⌘ J   Show View Options.
⌘ K   Open the Connect to Server window.
⌘ L   Make an alias of the selected item.
⌘ N   Open a new Finder window.
⌘ Shft N   Create a new folder.
⌘ Opt N   Create a new Smart Folder.
⌘ R   Show the original file for the selected alias.
⌘ T   Show or hide the tab bar when a single tab is open in the current Finder window.
⌘ Shft T   Show or hide a Finder tab.
⌘ Opt T   Show or hide the toolbar when a single tab is open in the current Finder window.
⌘ Opt V   Move the files in the Clipboard from their original location to the current location.
⌘ Opt Y   View a Quick Look slideshow of the selected files.
⌘ Y   Use Quick Look to preview the selected files.
⌘ 1   View the items in the Finder window as icons.
⌘ 2   View the items in a Finder window as a list.
⌘ 3   View the items in a Finder window in columns.
⌘ 4   View the items in a Finder window with Cover Flow.
⌘ Left [Go to the previous folder.
⌘ Right]   Go to the next folder.
⌘ Up   Open the folder that contains the current folder.
⌘ Ctrl Up   Open the folder that contains the current folder in a new window.
⌘ Down   Open the selected item.
⌘ Mission Control   Show the desktop. This works even when you're not in the Finder.
⌘ Brightness Up   Turn Target Display Mode on or off.

⌘ Brightness Down Turn display mirroring on or off when Mac is connected to more than one display.
Right Arrow   Open the selected folder. This works only when in list view.
Left Arrow   Close the selected folder. This works only when in list view.
Opt double-click   Open a folder in a separate window and close the current window.
⌘ double-click   Open a folder in a separate tab or window.
⌘-Delete   Move the selected item to the Trash.
⌘ Shft Delete   Empty the Trash.
⌘ Shft Opt Delete Empty the Trash without confirmation dialog.
⌘ Y   Use Quick Look to preview the files.
Opt Brightness Up Open Displays preferences. This works with either Brightness key.
Opt Mission Control Open Mission Control preferences.
Opt Volume Up   Open Sound preferences. This works with any of the volume keys.
⌘ key while dragging Move the dragged item to another volume or location. The pointer changes while
                       you drag the item.
Opt key while dragging   Copy the dragged item. The pointer changes while you drag the item.
⌘ Opt while dragging   Make an alias of the dragged item. Pointer changes while you drag item.

STARTUP KEY COMBINATIONS FOR MAC

Shift ⇧   Start up in Safe Mode.
Option ⌥   Start up to Startup Manager.
C   Start up from a bootable CD, DVD, or USB thumb drive (such as OS X install media).
D   Starts Apple Hardware Test or Apple Diagnostics, depends on which Mac you're using.
Opt D   Start up to either Apple Hardware Test or Apple Diagnostics over the Internet.
N   Start up from a compatible NetBoot server.
Opt N   Start up from a NetBoot server using the default boot image.
⌘ (⌘)-R   Start up from OS X Recovery.
⌘ Opt R   Start up from OS X Recovery over the Internet.
⌘ Opt P-R   Reset NVRAM. Release the keys after you hear the startup sound again.
⌘-S   Start up in single-user mode.
T   Start up in target disk mode.
X   Start up from an OS X startup volume when the Mac would otherwise start up from a
                   non-OS X startup volume.