

Mac OS

Basics

A = select all
C = copy
V = paste
X = cut
Z = undo
H = hide
N = new
P = print
F = find
G = find next
M = minimize
Q = quit app
D = bookmark
O = open a file
R = reload page
S = save
 **S** = save as
W = close tab
T = open tab
+ / = = zoom
O = reset zoom
, = app settings

   **M+H** = minimize all apps

Screenshots

3 take full screen picture
4 select area of the screenshot
5 capture or record screen

 **+Space** = Spotlight search
 **+⌘+D** = show/hide Dock
 **+^+Space** = emoji/symbols
 **+^+Q** = lock screen
 **+Tab** = switch between apps
 **+⌘+T** = re-open closed tab
+↑ = view Mission Control

Finder: **C** - Computer **H** - Home **I** - iCloud

  **A** - Applications **F** - Recents **G** - Go to folder

 **+2** = @

Hold at  safe mode
 Startup:  boot manager
 (Intel)  diagnostics

 **+R** recovery
 **+⌘+P+R** reset NVRAM

force quit an app

 **+⌘+⌘**

instant log out

  **+Q**

force shutdown

 **+⌘+^+⌘**

(M1 Chip) hold  10 sec = boot options, then hold  **+D** = diagnostics,  **+Disk** = safe mode or click Options = recovery assistant

WORD

W underline words only
D double underline
K small caps
C/V copy/paste formatting
E change tracking
H find/replace dialogue



 **=** subscript
 **+⌘+=** superscript
 **D** font dialog
 **+1/2/5** line spacing
 **+1/[** font size +/-
 **+⌘+H** highlight
 **+⌘+A** comment
 **+Enter** page break
 **+⌘+Enter** line break
 **+⌘+Space** non-break space
 **+F3** upper/lowercase

COMMON

A select all
B bold
I italic
Z undo
Y redo
X cut
C copy
V paste
U underline
E align center
L align left
R align right
S save
O open
N new
P print
W close
K hyperlink

EXCEL

 **+⌘+X** strikethrough
 **+delete** select cell
 **+space** select row
+space select column
+T create table
+⌘+F1 create chart
+⌘+ insert current date
 **+F2** insert note
 **+⌘+F2** insert comment
Shift+F3 insert a function
+⌘+⌘+return new line
+⌘+ show formulas
 **+⌘+** autosum cells
 **+⌘+** font size +/-
 **+⌘+** row/column
 **+⌘+** calculate sheet
+⌘+U edit cell

 command  option  control  shift  esc  power

spellcheck
thesaurus
command
control
shift

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G Thomas



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