PC AND MACINTOSH KEYBOARD SHORTCUTS

Most of us know a few keyboard shortcuts. We have also been exposed to other shortcuts but forgotten the keystroke. I am writing to provide a list of these shortcuts that you can get laminated at your office supply store. I hope you will find these helpful.

Operating System Shortcuts
The following are typical Windows keyboard shortcuts and their Macintosh equivalents that are specific to the Microsoft and Macintosh Operating Systems.

Action	Windows	Macintosh
Backward delete	BACKSPACE	DELETE
Capture whole screen to Clipboard	PRINT SCREEN	COMMAND+CONTROL+SHIFT+3
Capture front most window	ALT+PRINT SCREEN	COMMAND+SHIFT+3
Close active window	CONTROL+W	COMMAND+W
Copy a file/folder	CONTROL+ drag icon	OPTION+ drag icon
Copy to Clipboard	CONTROL+C	COMMAND+C
Create an alias or shortcut	Mouse right-click, then select Create Shortcut	Select item, then COMMAND+L
Delete to Clipboard	CONTROL+X	COMMAND+X
Exit a dialog box without changes	ESC	ESC
Find/Search	CONTROL+F	COMMAND+F
Force exit from unresponsive application	CONTROL+ALT+DELETE	COMMAND+OPTION+ESC

Forward delete	DELETE	DEL (Mac notebooks: Function (fn)+DELETE)
View item information or properties	ALT+ENTER	COMMAND+I
Log off Current User	Windows logo key +L	COMMAND+SHIFT+Q
Maximize window	CONTROL+F10	CONTROL+F3, then UP ARROW or DOWN ARROW to select minimized windows on Dock, then ENTER
Minimize windows	Windows logo key +M	COMMAND+M
New folder	CONTROL+N	COMMAND+SHIFT+N
Open file	CONTROL+O	COMMAND+O
Paste Clipboard content	CONTROL+V	COMMAND+V
Print	CONTROL+P	COMMAND+P
Exit/quit program	ALT+F4	COMMAND+Q
Rename file/folder	Select item, then press F2	Select item, then press ENTER
Save file	CONTROL+S	COMMAND+S
Select all items	CONTROL+A	COMMAND+A
Select more than one item in a list (noncontiguous)	CONTROL, then click each item	COMMAND, then click each item
Send items to Recycle Bin/Trash	Select items, then DELETE	Select items, then COMMAND+DELETE
Send/receive e-mail	CONTROL+K	COMMAND+K
Shut down	Windows logo key +U+U	COMMAND+OPTION+CONTROL+Eject key
Switch to next window	CONTROL + F6	COMMAND+~ (tilde)
Switch to previous window	CONTROL+SHIFT+F6	COMMAND+SHIFT+~ (tilde)

Toggle through open applications	ALT+TAB	COMMAND+TAB
Type special characters	ALT+ character key	OPTION+ character key
Undo	CONTROL+Z	COMMAND+Z

Microsoft Office Shortcuts

The following are typical Windows keyboard shortcuts and their Macintosh equivalents that are specific to the Microsoft Office and Apple iWork office suites.

Action	Windows	Macintosh
All Caps	CONTROL+SHIFT+A	COMMAND+SHIFT+A
Bold	CONTROL+B	COMMAND+B
Extend selection word left	CONTROL+SHIFT+LEFT ARROW	OPTION+SHIFT+LEFT ARROW
Extend selection word right	CONTROL+SHIFT+RIGHT ARROW	OPTION+SHIFT+RIGHT ARROW
Font menu	CONTROL+D	COMMAND+D (Office) or COMMAND+T (iWork)
Italic	CONTROL+I	COMMAND+I
Move to beginning of current or previous word	CONTROL+LEFT ARROW	OPTION+LEFT ARROW
Move to end of current or next word	CONTROL+RIGHT ARROW	OPTION+RIGHT ARROW
Move to end of current line	CONTROL+END	OPTION+END
New document, new e-mail message, and so on	CONTROL+N	COMMAND+N
Underline	CONTROL+U	COMMAND+U

Windows Internet Explorer / Safari Shortcuts

The following are typical Windows keyboard shortcuts and their Macintosh equivalents that are specific to the Microsoft Internet Explorer and Apple Safari Web browsers.

Action	Windows	Macintosh
Back	ALT+LEFT ARROW or BACKSPACE	COMMAND+LEFT ARROW or DELETE
Find word/phrase on a page	CTRL+F	COMMAND+F
Forward	ALT+RIGHT ARROW or SHIFT+BACKSPACE	COMMAND+RIGHT ARROW or SHIFT+DELETE
Browse to home page	ALT+HOME	COMMAND+SHIFT+H
Open new browser window	CTRL+N	COMMAND+N
Open new tab	CTRL+T	COMMAND+T
Print page	CTRL+P	COMMAND+P
Refresh Web page	CTRL+R	COMMAND+R
Switch to next tab	CTRL+TAB	COMMAND+} (right brace)
Switch to previous tab	CTRL+SHIFT+TAB	COMMAND+{ (left brace)
Toggle full screen	F11	None
Increase text size	CTRL+PLUS SIGN (+)	COMMAND+PLUS SIGN (+)
Reduce text size	CTRL+MINUS SIGN (-)	COMMAND+MINUS SIGN (-)

Printable Shortcuts Files

I have attached three files that you can print and have laminated at your favorite office supply store.

Print the two-page Operating System Shortcuts file in a two-sided format so you can laminate just one page (front and back) for the Operating Systems Shortcuts.

The three files can be downloaded and printed by clicking on each of the links below:

Operating System Shortcuts

Microsoft Office Shortcuts

Windows Internet Explorer / Safari Shortcuts

R. Wayne Pugh, MAI, FRICS, CCIM, CDEI, 225-802-5910, wayne@laappraisal.com