****

**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.

|  |  |  |
| --- | --- | --- |
| 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 (-) |

|  |  |  |
| --- | --- | --- |
| **Action** | **Windows** | **Macintosh** |

**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](https://www.dropbox.com/s/0c6hpmeqsm0p7ur/Operating%20System%20Shortcuts.pdf?dl=0)

[Microsoft Office Shortcuts](https://www.dropbox.com/s/iqd1o975s9m0jjt/Microsoft%20Office%20Shortcuts.pdf?dl=0)

[Windows Internet Explorer / Safari Shortcuts](https://www.dropbox.com/s/kz3xrol7vh161uk/Windows%20Internet%20Explorer%20-%20Safari%20Shortcuts.pdf?dl=0)

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