

Modifier Keys	
Command	⌘
Shift	⇧
Option	⌥
Control	⌘
Delete	⌫
Caps Lock	⇪
Esc	⌫
Function	fn

Text Formatting	
Make highlighted text larger or smaller	⌘ + ⇧ + > or ⌘ + ⇧ + <
Add superscript	Ctrl + ⇧ + ⌘ + +
Add subscript	Ctrl + ⌘ + -
Delete text in front of cursor	fn + Delete or Control + D
Delete the entire word behind the cursor	Control + Delete or Option + Delete
Delete the entire line of text or paragraph behind the cursor	⌘ + Delete
Redo	⌘ + ⇧ + Z
Undo	⌘ + Z
Select text to end of current word	⇧ + Option + Right Arrow
Select text to beginning of all text	⇧ + ⌘ + Up Arrow
Jump to beginning of all text	⌘ + Up Arrow
Highlight text	Ctrl + ⇧ + H and ⌘ + ⇧ + H
Small Caps	⌘ + ⇧ + K
Change between lowercase, UPPERCASE and Capitalize Each Word	fn + ⇧ + F3
Paste text without any formatting	Option + ⇧ + ⌘ + V

Microsoft Word	
Toggle the mic	Option + F1
Increase indent	Ctrl + M
Decrease indent	Ctrl + Shift + M
Apply bullets	Ctrl + Shift + L
Copy formatting	Ctrl + Shift + C
Paste formatting	Ctrl + Shift + V
Align left	Ctrl + L
Align right	Ctrl + R
Align centre	Ctrl + E
Increase font size by point	Ctrl + ]
Decrease font size by point	Ctrl + [
Hyperlink	⌘ + K

iTunes	
Get Info	⌘ + I
Show in Finder	Shift + Cmd + R
New Folder with Selection	Control + Cmd + N

Finder	
New folder	⌘ + ⇧ + N
Delete file	⌘ + ⌫
Get info	⌘ + I
Open the Downloads folder	⌥ + ⌘ + L
Open	⌘ + O
Rename	Select file and press Return

General	
Select All	⌘ + A
Quit	⌘ + Q
Delete file	⌘ + Delete
Minimize all windows	⌘ + Option + Click anywhere on Desktop
Close active window	⌘ + Option + H + M
Minimize all windows except currently active window	⌘ + Option + H
Close active tab	⌘ + W
Reopen closed tab	Shift + ⌘ + T
Speak selection	Option + Esc



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Not published yet.  
Last updated 24th July, 2022.  
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### General (cont)

Force quit  $\text{⌘} + \text{⌘} + \text{esc}$

Enter/exit full screen  $\text{⌘} + \text{Control} + \text{F}$

### Searching

Spotlight Search  $\text{Command} + \text{Space}$

### Media

Take a screenshot  $\text{Shift} + \text{⌘} + 3$

Capture a portion of the screen  $\text{Shift} + \text{⌘} + 4$

Capture a window or menu  $\text{Shift} + \text{⌘} + 4 + \text{Space bar}$

### Symbols

°  $\text{Shift} + \text{Option} + 8$

÷  $\text{Option} + /$

×  $\text{Option} + 00D7$



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