Cheatography

Computer Shortcuts for Gen X's! Cheat Sheet

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Word Basics

Select All	Cmd + A
Bold	Cmd + B
Italic	Cmd + I
Underline	Cmd + U
Undo	Cmd + Z
Redo	Cmd + Y
Cut	Cmd + X
Copy	Cmd + C
Copy formatting from selection	Cmd + Shift + C
Paste	Cmd + V
Paste Special	Cmd + Ctrl + V
Paste Formatting to selection	Cmd + Shift + V
Align Centre	Cmd + E
Align Lt/Rt	Cmd + L/R
Save	Cmd + S
Open	Cmd + O
New	Cmd + N
Print	Cmd + P
Close	Cmd + W
Insert Hyperlink	Cmd + K
Subscript	Cmd + =
Superscript	Cmd + Shift + =
Comment	Cmd + Option + A
Page Break	Cmd + Enter
To Top of Doc	Cmd + ↑
To End of Doc	Cmd + ↓
Find	Cmd + F
Select All	Cmd A
Delete R to L	Fn + delete

Serious Word Editing

Split Doc	View tab/ Arrange/Split
See 2 docs side by side	Window/Arrange/Tile vertically
Comment	Cmd + Option + A
Capitals toggle	Shift F3
Change autocorrect	Word/Preferences/Autocorrect
Highlight	Ctrl + Option + H
Find and replace	Ctrl + H
Copy formatting from another doc	Cmd + Shift + C
Paste formatting to another doc	Cmd + Shift + V
Read Aloud	Edit/Speech/Start Speaking
Compare versions	Tools/Track changes/Compare docs
Commonly used text	Select txt/Insert/Text/Save
Insert common text	Insert/Text/Quickparts
Create Shortcuts	Tools/Customise keyboard

Screenshots

Full Screen	Cmd + 3
Selected Area	Cmd + 4
Record	Cmd + 5

Computer Basics

Quit Apps	Cmd + Q
Bookmark	Cmd + D
Open a file	Cmd + O
Reload page	Cmd + R
Close tab	Cmd + W
Open Tab	Cmd + T
Zoom	Cmd + or -
Reset Zoom	Cmd 0
Minimise all Apps	Cmd+Option+M+H
Force Quit	Cmd+Option+Exc
Force Shutdown	Cmd+Option+ Ctrl +Esc
Big Screen View	Tilda
Enable Dictation	Fn button twice

Finder

Open Airdrop	Shift Cmd R
Open Downloads	Option Cmd L
Open Documents	Shift Cmd O
Open Desktop	Shift Cmd D
Open the Recents Window	Shift Cmd F
Create New Folder	Shift Cmd N
Eject selected disk	Cmd E
Duplicate selected file	Cmd D
Quick preview of document	Cmd Y
Make an alias	Cmd L
Open a new Finder Window	Cmd N
Info on a file	Cmd I

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