

### LEGEND

⌘	Command (cmd)	Either side of the Spacebar
⌥	Option	Next to either ⌘ key
⌃	Control	Left of the ⌥ key on the left-hand side of the keyboard
Fn	Function	Left side of the ⌃ key
⇧	Shift	Above the 'Fn' key
⌫	Backspace	Directly above the 'Enter/Return' key

Note: Location of each key can vary depending on the keyboard you are using.

General	
Cut	⌘X
Copy	⌘C
Paste	⌘V
Select All	⌘A
Find item(s)	⌘F
Print	⌘P
Switch between Applications	⌘Tab

Desktop	
Show Desktop	Fn + F11
Spotlight Search	⌘ + Spacebar
Close Window	⌘W
Close All Windows	⇧⌘W
Lock device	⌘Q
Enter Fullscreen	Fn + F
Maximise window (non-fullscreen)	Select the 'Green' maximise button on a window while holding the ⇧ key

Finder	
Open new Tab	⌘T
Close Tab	⌘W
Changing default App, files	Right-click on file, select 'Get Info', select 'Open with'
Delete item(s)	⌘⌫

Safari	
Add Bookmark	⌘D
Add to Reading List	⇧⌘D
Reload Page	⌘R
Zoom In	⌘+
Zoom Out	⌘-
New Tab	⌘T
Close Tab	⌘W

Miscellaneous	
Resize all columns in Apple Music	Right-click a column title and select the option at the top.

