

Mac & Chromebook | Easy | 2 min read

Mac: useful keyboard shortcuts for everyday use

Keyboard shortcuts save time and make a Mac feel easier to use. Most start with the **Command** key, which sits next to the space bar.

Everyday shortcuts

- **Command and C**: copy what you have selected.
- **Command and V**: paste it.
- **Command and X**: cut it (copy it and remove it).
- **Command and Z**: undo your last action. Add Shift to redo.
- **Command and S**: save your work.
- **Command and P**: print.
- **Command and A**: select everything.
- **Command and F**: find a word on the page.

Opening, closing and switching

- **Command and Space**: open Spotlight search, to find apps and files quickly.
- **Command and Tab**: switch between open apps.
- **Command and Q**: quit the app. Command and W closes just the window.
- **Command and N**: a new window or document.
- **Command and T**: a new tab in a browser.
- **Command and comma**: open the settings of the current app.

Files and the desktop

- **Command and Delete**: move the selected file to the Trash.
- **Command, Shift and Delete**: empty the Trash. You will be asked to confirm.
- **Space bar**: preview a selected file in Finder without opening it.

Handy extras

- **Control, Command and Space**: show the emoji and symbols box.
- **Option, Command and Esc**: open Force Quit when an app is stuck.
- **Command, Shift and 5**: screenshots and screen recording.
- **Control, Command and Q**: lock your screen.

Learn them slowly

Pick two or three and use them for a week before trying more. If you are not sure what a shortcut does, look at the menus at the top of the screen. Shortcuts are shown beside many menu items.

When to get more help

Contact us if a shortcut does nothing, if the keys type the wrong characters, or if you want a Windows keyboard to work properly with a Mac.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.