

🍏 Mac Keyboard Shortcuts

A Quick & Friendly Guide from Tom Koch and OmniTech: Mac Tech, Tutoring and Security, 949-293-4161

These are some of the most useful **Mac-only keyboard shortcuts** to help you move faster, fix mistakes, and feel more confident using your Mac. You don't need to memorize them all — even learning a few can make a big difference!

Feel free to print this guide out and keep it handy for when you need it.



Everyday Basics

- ⌘ **Command + C** – Copy
- ⌘ **Command + V** – Paste
- ⌘ **Command + X** – Cut
- ⌘ **Command + A** – Select All
- ⌘ **Command + Z** – Undo (your best friend!)
- ⌘ **Command + Shift + Z** – Redo



Window & App Control

- ⌘ **Command + Tab** – Switch between open apps (keep clicking Tab to cycle through the open apps in the App Picker)
- ⌘ **Command + H** – Hide the current app
- ⌘ **Command + Q** – Quit the current app
- ⌘ **Command + M** – Minimize the current window



Finder & File Shortcuts

- ⌘ **Command + Space** – Open Spotlight search
- ⌘ **Command + N** – New Finder window
- ⌘ **Command + Delete** – Move selected file to Trash
- ⌘ **Command + Shift + Delete** – Empty Trash (careful!)
- **Space bar** – Click once on a file in the Finder/Desktop, then hit Space Bar for Quick Look to preview files instantly. Click Spacebar again to toggle off.



Text & Editing Helpers

- ⌘ **Command + Arrow keys** – Jump to start or end of a line
- ⌘ **Command + B** – Bold text (in most apps)
- ⌘ **Command + I** – Italic text



Screenshots

- **⌘ Command + Shift + 3** – Screenshot the entire screen
- **⌘ Command + Shift + 4** – Screenshot a selected area: drag the target cursor from one corner to another around what you want to screenshot and let go.
- **⌘ Command + Shift + 5** – Screenshot & screen recording options



When Something Feels Stuck

- **⌘ Command + ⌥ (Option) + Esc** – Force Quit an app: in the window that appears, click on the app you want to force quit, then click Force Quit at the bottom right.
- **⌘ Command + W** – Close the current window
- **⌘ Command + R** – Refresh or reload (in web browsers (Safari, Chrome, Firefox))



Friendly Tip

You don't need to use all of these. Start with **Copy, Paste, Undo, Spotlight, and Screenshots** — they're the biggest time-savers.

Over time, your fingers will remember them automatically.

Macs are designed to be forgiving, so don't be afraid to explore.

If something goes wrong, there's almost always an Undo. 😊

And, as always, if you have any questions, feel free to give me a call,