

List of common Mac shortcuts

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Similar to the Windows operating system, the Mac also supports shortcuts for users to manipulate easily and more quickly. In the article below, Network Administrator will introduce you the list of the most popular macOS shortcut keys.



List of shortcuts on Mac OS X

1. Part 1: Shortcuts for cutting, pasting text .
2. Part 2: Sleep operation shortcut, Shut down and Log out
3. Part 3: Shortcuts to work with text
4. Part 4: Operation shortcut in Finder

Also you can refer to the list of common shortcuts on Windows computers [here](#).

Part 1: Shortcuts for cutting, pasting text .

1. Command + X : Cut all the data you have selected to copy to Clipboard.
2. Command + C : Copy the data you have selected to the Clipboard. This shortcut is also used for files on the Finder.

3. **Command + V** : Paste the Clipboard content into the current text or application.
4. **Command + Z** : Undo previous command. Alternatively, you can use **Command + Shift + Z** to redo the last changes made to Undo (some applications allow you to do it again and again).
5. **Command + A** : Select all or all of the text in the first window.
6. **Command + F** : Open the Find window or search the contents of the document.
7. **Command + G** : Find the next search of the selection. Or to search the previous selection, press **Command + Shift + G**
8. **Command + H** : Hide the running applications window. To see which applications are running but hidden, use **Command + Option + H**
9. **Command + M** : Minimize the working window to the Dock. To minimize all running application windows, use **Command + Option + M**
10. **Command + N** : Open a new window or open a new document.
11. **Command + O** : Displays a dialog box for selecting open documents in the application
12. **Command + P** : Print the current document.
13. **Command + S** : Save the current document.
14. **Command + W** : Close the executing window. To close all applications windows, use **Command + Option + W**
15. **Command + Q** : Exit the application.
16. **Option + Command + Esc** : Select the application to force the application to exit. Or press **Command + Shift + Option + Esc** and hold for 3 seconds to force exit the currently displayed application.
17. **Command + Space bar** : Display or hide the Spotlight search box.
18. **Spacebar** : Use Quick Look to preview selected data.
19. **Command + Tab** : Switch between applications, switch to the most recently opened application among open applications.
20. **Shift + Command + ~** : Switch between windows.
21. **Shift + Command + 3** : Take a picture of the entire screen.

Part 2: Sleep operation shortcut, Shut down and Log out

1. **Power** button (Power button): Press to turn on the phone, When the Mac is turned on, press to sleep or turn it on again.

- Press and hold the Power button (Power button) within 1.5 seconds or press Control - Power button, Control - Media Eject while your Mac is booting to display the Restart / Sleep / Shut Down table.
 - Hold the Power button for 5 seconds to force off your Mac.
2. Control + Command + **Power button** : Force your Mac to reboot.
 3. Control + Shift + **Power button** : Switch to Sleep mode (sleep mode).
 4. Control + Command + **Media Eject** : Quit all applications, then restart your Mac. If any unsaved documents change, you will be asked if you want to save the document.
 5. Control + Command + **Power button** (or **Media Eject**) : Exit all applications, then turn off your Mac. If any unsaved documents change, you will be asked if you want to save the document.
 6. Shift + Command + Q : Log out the user account on Mac OS X. You will be asked to confirm.
 7. Option + Shift + Command + Q : Log out your Mac OS X user account immediately without confirmation.



Part 3: Shortcuts to work with text

1. Command + B : Highlight selected text or convert bold or not.
2. Command + I : Italicize selected text or convert it in italics or not.
3. Command + U : Underline the selected text or underline or not.
4. Command + T : Show or hide the Fonts window.
5. Command + D : Select the Desktop folder from the Open dialog box or the Save dialog box.

6. Control + Command + D : Hide or show the definition of the selected word.
7. Shift + Command + :: Display window Spelling and Grammar.
8. Command + ; : Find faulty words on the document.
9. Option + Delete : Delete from the left of the cursor.
10. Control + H : Delete a character to the left of the cursor. Or you can use Delete .
11. Control + D : Delete a character to the right of the cursor. Or you can use Fn + Delete .
12. Fn + Delete : Delete the front (right).
13. Control + K : Delete the text from the right of the cursor to the end.
14. Command + Delete : Select whether to delete or not delete the dialog box containing the Delete or Don't Save buttons.
15. Fn + ? : Page up - Scroll the page up.
16. Fn + ? : Page Down - Scroll down the page.
17. Fn + ? : Scroll to the beginning of the text.
18. Fn + ? : Scroll to the end of the text.
19. Command + ? : Move the cursor to the beginning of the text.
20. Command + ? : Move the mouse pointer to the end of the text.
21. Command + ? : Move the cursor to the beginning of the current line.
22. Command + ? : Move the mouse cursor to the end of the current line.
23. Option + ? : Move the insertion point at the end of the next word.
24. Option + ? : Move the insertion point to the front of the previous word.
25. Shift + ? : Expand the selected text 1 character to the left.
26. Shift + ? : Expand the selected text 1 character to the right.
27. Control + A : Move to the beginning of the line or the beginning of the paragraph.
28. Control + E : Move to the end of the line or the end of the paragraph.
29. Control + F : Move right one character.
30. Control + B : Move left one character.
31. Control + L : Find the cursor quickly.

32. Control + P : Move up one line.
33. Control + N : Move down 1 line.
34. Control + O : Insert a new line after the cursor.
35. Control + T : Change the current alphabetic character of the cursor and the front letter.
36. Command + { : Left alignment.
37. Command + } : Right alignment.
38. Shift + Command + | : Centered.
39. Option + Command + F : Go to advanced search.
40. Option + Command + T : Show or hide the toolbar on the application.
41. Option + Command + C : Copy the format of the text.
42. Option + Command + V : Paste the copied format into another paragraph.
43. Shift + Command + ? : Open the Help menu.
44. Shift + Command + + : Increase the size of selected items.
45. Shift + Command + - : Reduce the size of selected items.

Part 4: Operation shortcut in Finder

1. Command + D : Create a copy with the selected file.
2. Command + E : Eject the selected drive or volume.
3. Command + F : Find any properties that match Spotlight.
4. Command + I : Display the Get Info window for the selected file.
5. Shift + Command + C : Open Computer window.
6. Shift + Command + D : Open the Desktop folder.
7. Shift + Command + F : Open the All My Files window.
8. Shift + Command + G : Open the Go to Folder window.
9. Shift + Command + H : Open the Home folder on the current Mac OS X user account.
10. Shift + Command + I : Open the cloud service.
11. Shift + Command + K : Open the Network window.

12. `Option + Command + L` : Open the Downloads folder.
13. `Shift + Command + O` : Open the Documents folder.
14. `Shift + Command + R` : Open the AirDrop window.
15. `Shift + Command + T` : Add selected Finder items to the Dock (with OS X Mountain Lion or earlier versions).
16. `Control + Shift + Command + T` : Add selected Finder items to the Dock (with OS X Mavericks or later versions).
17. `Shift + Command + U` : Open the Utilities folder.
18. `Option + Command + D` : Show or hide the Dock.
19. `Control + Command + T` : Add selected items to the sidebar (with OS X Mavericks or later versions).
20. `Option + Command + P` : Show or hide the navigation bar on the Finder window.
21. `Option + Command + S` : Show or hide the sidebar in the Finder window.
22. `Command + J` : Displays the View option settings.
23. `Command + K` : Open the Connect to Server window.
24. `Command + L` : Create aliases of the selected item.
25. `Command + N` : Open a new Finder window.
26. `Shift + Command + N` : Create a new folder.
27. `Option + Command + N` : Create a new Smart folder.
28. `Command + R` : Display the original (of the alias).
29. `Command + T` : Show or hide the Tab bar.
30. `Shift + Command + T` : Show or hide the Finder tab.
31. `Option + Command + T` : Hide or display the toolbar (Toolbar) when a tab is opened in Finder.
32. `Option + Command + V` : Move the files you have placed to the clipboard from the original position to the current location.
33. `Option + Command + Y` : View QuickLook slideshow of selected files.
34. `Command + Y` : Use Quick Look to preview selected files.
35. `Command + 1` : View by icon type (Icon).
36. `Command + 2` : View in list form (List).

37. Command + 3 : View in column form (Columns).
38. Command + 4 : View in Cover Flow format (for Mac OS X v10.5 and higher).
39. Command + [: Return to the directory before a certain directory.
40. Command +] : Go to the next directory.

Refer to some of the following articles:

1. Shortcuts to start Windows 10 in Hibernate mode or quickly turn off
2. Learn the functions of F1 - F12 keys on Windows operating system
3. Shortcut to open / open CD / DVD drive tray on Windows 10

Wish you have moments of fun!

You finished reading the article "**List of common Mac shortcuts**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.