

# Useful keyboard shortcuts on MacBook

When using a MacBook, if you know how to combine the shortcut keys, you will operate faster and work more efficiently. Here are some common keyboard shortcuts on MacOS.

## 1. Shortcuts when using Office on MacOS:

1. Command + X: Cut.
2. Command + C: Copy.
3. Command + V: Paste.
4. Command + P: Print.
5. Command + A: Select the entire text.
6. Command + Z: Undo.
7. Command + Shift + Z: Redo.
8. Command + S: Save.
9. Command + O: Open the file.
10. Option + Delete: Delete a word to the left of the cursor.
11. Fn + Delete: Delete a letter to the right of the cursor.
12. Fn + Option + Delete: Delete one word to the right of the cursor.
13. Option + Right Arrow: Move one word to the right.
14. Option + Left Arrow: Move one word to the left.
15. Option + Shift + Right Arrow: Select one word to the right.
16. Option + Shift + Left Arrow: Select one word to the left.
17. Command + Shift + Right Arrow: Select a line from the right cursor.
18. Command + Shift + Left Arrow: Select a line from the left cursor.
19. Command + Shift + Up Arrow / fn + Shift + Up Arrow: Select the whole part from the cursor up.
20. Command + Shift + Down Arrow / fn + Shift + Down Arrow: Select the entire part from the cursor down.

## 2. Shortcuts when using the web browser on MacOS:

1. Command + T: Open a new tap.
2. Command + W: Close a tab.
3. Command + Shift + T: Reopen a closed tab.
4. Command + D: New bookmark.
5. Command + {: Return.
6. Command + }: Forward.
7. Control + Tab Key: Switch between tabs.
8. Control + F / Control + G: Search for a word on a page.
9. Command + R: Refresh a page.
10. Command + B: Search for bookmarks.

11. Command + Shift + H: Open the browser history.
12. Command + J: Open the download history.
13. Command + L: Select the URL address bar.
14. Command + N: Open a new browser window.
15. Fn + Down Arrow / Spacebar: Move gradually to the bottom of the page.
16. Fn + Up Arrow: Move to the top of the page.
17. Command + Down Arrow: Quickly jump to the bottom of the page.
18. Command + Up Arrow: Quickly jump to the top of the page.
19. Command + '+': Zoom in on the page.
20. Command + '-': Minimize the page.

### **3. Some other keyboard shortcuts on MacOS:**

1. Command + Shift + 3: Take a screenshot.
2. Command + Shift + 5: Take a screenshot for a selected part of the screen.
3. Command + Tab: Switch between open applications.
4. F4: Show all applications.
5. F3 / Control + Up Arrow: Display all open applications.
6. Command + Space Bar: Open Spotlight Search to search for any application or document on your Mac.
7. Command + M: Minimize the current application.
8. Command + Q: Close the selected application.
9. Command + H: Go to the desktop.
10. Control + Command + Q: Lock the screen.
11. Shift + Command + Q: Sign out of the current session.

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