MOST COMMON (APPLE)
SHORTCUTS
CHEAT SHEET PRINTABLE CUT-OUTS

Step 1: Say it out loud for memory recognition.
Step 2: Writing causes thinking! Write it down and put it within the eyesight of the computer.
Step 3: Do it once in action on the computer immediately.

COMMAND + C = Copy

COMMAND + V = Paste

COMMAND + P = Print

COMMAND + X = Cut

COMMAND + Z = Undo

COMMAND + B = Bold

COMMAND + I = Italic

COMMAND + F = FIND

COMMAND + SHIFT + E
= ALIGN CENTER

COMMAND + PLUS/MINUS Key
= Increase/Decrease font size or
Zoom In/Out on Web Page

COMMAND + Up Arrow =
START

COMMAND + Down
Arrow = END

COMMAND + SHIFT + L
= ALIGN LEFT

COMMAND + H
= FIND & REPLACE

OPTION + LEFT = JUMP TO
START OF WORD

OPTION + SHIFT LEFT
= HIGHLIGHT WORD TO
THE LEFT

OPTION + UP = GO TO
START OF PARAGRAPH

OPTION + SHIFT + UP Arrow
= HIGHLIGHT PARAGRAPH
UP FROM HERE

OPTION + DOWN
Arrow = GO TO END OF
PARAGRAPH

OPTION + SHIFT + DOWN
Arrow = HIGHLIGHT
PARAGRAPH
DOWN FROM HERE

EMAIL PROGRAMS

COMMAND + ENTER
= SEND EMAIL

SPREADSHEETS

Dialog Box = A1 = GO TO
TOP CELL A1

OPTION + Hold Down Left
Arrow = START OF ROW

COMMAND + DOWN
ARROW = Go to next cell
down with data in it

COMMAND + SHIFT + DOWN
ARROW = Highlight to next
cell down with data in it

SPREADSHEETS

COMMAND + T
= NEW TAB

COMMAND + CLICK ON LINKS
TO OPEN IN A NEW TAB

FN + UP/DOWN ARROW TO
QUICKLY SCROLL UP AND
DOWN A WEB PAGE

OPTION + COMMAND
+ LEFT/RIGHT Arrows =
MOVE LEFT OR RIGHT
BETWEEN TABS

COMMAND + W =
CLOSE TAB

CTRL + J = Jing for Screenshots
(*download free app)

SHIFT + COMMAND + 3
= Screenshots on Apple

SHIFT + COMMAND + 4 =
Custom Crop Screenshots
on Apple

TAB = FORWARD

SHIFT + TAB = BACKWARD

COMMAND + S = SAVE

Go to theshortcut.com for printable cut-out cards!