



Macintosh Keyboard Shortcuts: Avoid the Mouse!

APPLE COMMANDS	MORE TASKS	EDIT	EDIT	NAVIGATE/ NETSCAPE MAIL
Show Preferences ⌘ + , (comma)	New ⌘ + N	Add Page Break ⌘ + Enter	Bold ⌘ + B	Go to Beginning ⌘ + Home
Close Document/Window ⌘ + W	Print ⌘ + P	Center ⌘ + E	Change Case Shift + F3	Go to End of Document ⌘ + End
Quit Program/Application ⌘ + Q	Page Setup ⌘ + F	Cut ⌘ + X	Change Font ⌘ + D	Previous/Next Excel Sheet ⌘ + Page Up/Down
Inspector Window ⌘ + Ctrl + I	Select All ⌘ + A	Paste ⌘ + V	Copy ⌘ + C	Go to Next Tab Tab
Find ⌘ + F	Save/Save As Ctrl + S/ F12	Delete Word to Right Option + Fwd Delete	Delete Word to Left Option + Delete	Go to Previous Box/Field Shift + Tab
Hide Pages ⌘ + H	Undo ⌘ + Z	Pages Help ⌘ + ?	Decrease Font ⌘ + "-"	Previous/Next Page/Level Alt + Arrows
Go to Desktop F11	Select Character/Cells Shift + Arrow	Left Align ⌘ + "{"	Increase Font ⌘ + "+"	Move by Word/Line Ctrl + Arrows
Minimize ⌘ + M	Select Excel Column Ctrl + Spacebar	Right Align ⌘ + "}"	Italic ⌘ + I	Move to start/end of current word Option + Arrows
Select Menu/Option Alt + Underlined Letter	Select Excel Row Shift + Spacebar	Show Fonts ⌘ + T	Justify Option + ⌘ + (pipe)	Get Message Ctrl + T
Tile All Active windows F9	Select Word Ctrl + Shift + arrow	Spell Check ⌘ + ;	Show Spelling Window ⌘ + :	New Message Ctrl + M
Tile All Open Windows in Current Application F10	Select to Start of Line Shift + ⌘ + ←	Subscript/Superscript Ctrl + ⌘ + "-" , "+"	Underline ⌘ + U	Reply to Message Ctrl + R
End Unresponsive Program ⌘ + Option + Esc				Send Message Ctrl + Enter

"+" = use TWO hands to type keys at same time

For more Macintosh shortcuts visit:

<http://www.apple.com/support/keynote/shortcuts/>
and <http://www.apple.com/support/iweb/shortcuts/>