

Common PC Shortcuts

- **Ctrl + A:** select all
- **Ctrl + B:** bold
- **Ctrl + C:** copy
- **Ctrl + D:** deselect
- **Ctrl + F:** find
- **Ctrl + I:** italic
- **Ctrl + O:** open
- **Ctrl + P:** print
- **Ctrl + Q:** quit
- **Ctrl + S:** save
- **Ctrl + U:** underline
- **Ctrl + V:** paste
- **Ctrl + X:** cut
- **Ctrl + Z:** undo
- **Windows Key:** opens start menu
- **Windows Key + Arrow Up:** maximize current window
- **Windows Key + Arrow Left:** snaps current window left or to the next monitor
- **Windows Key + Arrow Right:** snaps current window right or to the next monitor
- **Windows Key + Arrow Down:** minimize current window
- **Windows Key + D:** show desktop / return to programs
- **Windows Key + M:** minimize all windows.
- **Windows Key + Tab:** shows all open programs

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Common Mac Shortcuts

- **Command + X:** cut
- **Command + C:** copy
- **Command + V:** paste
- **Command + Z:** undo
- **Command + A:** select all
- **Command + F:** find
- **Command + H:** hide the windows of the front app
- **Command + Option + H:** view the front app but hide all other apps
- **Command + M:** minimize the front window to the Dock
- **Command + Option + M:** minimize all windows
- **Command + O:** open the selected item, or open a dialog to select a file to open
- **Command + P:** print.
- **Command + S:** save
- **Command + T:** open a new tab.
- **Command + W:** close the front window
- **Command + Option + W:** close all windows of the app
- **Command + Option + Esc:** force quit an app
- **Command + Space bar:** show or hide the spotlight search field
- **Command + Option + Space bar:** perform a spotlight search from a Finder window
- **Command + Ctrl + Space bar:** show the character viewer
- **Command + Ctrl + F:** use the app in full screen, if supported by the app.
- **Command + Tab:** switch to the next most recently used app among your open apps.

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