

Mac Shortcuts

Hold down the Command [⌘] key and press the letter listed below.

<u>Desktop</u>		<u>AppleWorks/Office</u>	
Open	⌘-O	Open	⌘-O
New window	⌘-N	New	⌘-N
Undo	⌘-Z	Save	⌘-S
Cut	⌘-X	Print	⌘-P
Copy	⌘-C	Quit	⌘-Q
Paste	⌘-V	Undo	⌘-Z
Select all	⌘-A	Cut	⌘-X
Get Info	⌘-I	Copy	⌘-C
Quit	⌘-Q	Paste	⌘-V
Find	⌘-F	Select all	⌘-A
		Plain Text	⌘-T
<u>Exposé</u>		Bold	⌘-B
Tiles all	F9	Italic	⌘-I
Tiles same	F10	Underline	⌘-U
Clears dsktp	F11	Find	⌘-F