

## Apple Cheat Sheet 2.0

First look at the keyboard, somewhere on an Apple keyboard you will find a key that does not exist on a Windows machine That is the apple key (usually with a four leaf clover ☞). Instead of using the alt and ctrl keys like most Windows machines Apple uses its own key to access commands. In the chart below I have tried to give you basic commands that may be helpful to you. REMEMBER: You must hold down the apple key WHILE you hit the other key. If you press the apple key, let go, and press the next key nothing (should) happen except for the letter being typed where you don't want it. In the **Where Found** column I will tell you where this command can be used. Most can be used in any program and I will call that General.

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Name	What to press	Allows you to ...	Where Found
Eject CD	☞ + E	Ejects CD or CD tray	Desktop
Make Alias	☞ +M	Makes a shortcut to file or program. (Make sure that you select the file that you want to shortcut with mouse first)	Desktop/Folders
Close	☞ + W	Closes document or folder	General
Copy	☞ + C	Copies selected text or file	General
Cut	☞ + X	Cuts selected text or file	General
Find	☞ + F	Find words in documents or Find files on computer	General
New	☞ + N	Open a new document/folder	General
Open	☞ + O	open new files and windows	General
Paste	☞ + V	Pastes selected text or file	General
Select All	☞ + A	Selects all text in active document	General
New Slide	☞ + M	Creates a new slide	PowerPoint
Exit	☞ + Q	Exits programs	Programs
Print	☞ + P	Print a document	Programs
Save	☞ + S	Saves file you are currently working on	Programs
Redo	☞ + Y	Redo changes.	Programs (Most)
Replace	☞ + R	Replaces words in documents	Programs (Most)
Undo	☞ + Z	Undoes changes	Programs (Most)

Two other commands you might find useful are:

1. **ALT-TAB** combination. Hold down ALT while pressing TAB. This will take you between the active programs that are open.
2. ☞ -Shift - 3 combination. Hold down the ☞ key and the shift key while pressing the number 3. This will allow you to take a "picture" of your desktop that gets stored on the Macintosh HD folder.