



Master macOS Sequoia - The Complete List of Shortcuts


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More information and course promotions on the [Official website](#)

Common Mac Keyboard Shortcuts

- ⌘ + N = New
- ⌘ + O = Open
- ⌘ + A = Select All
- ⌘ + C = Copy
- ⌘ + V = Paste
- ⌘ + X = Cut
- ⇧ ⌘ V = Move
- ⌘ D = Duplicate
- ^ K = Kill
- ^ Y = Yank
- ⌘ ⌫ = Delete
- ⇧ ⌘ ⌫ = Empty Bin
- ⇧ ⌘ ⇧ ⌫ = Empty Bin without dialogue
- ⌘ + Z = Undo
- ⇧ + ⌘ + Z = Redo

App Window Commands

- ⌘ + W = Close Window
- ⌘ + ⇧ + W = Close All Windows
- ⌘ + Q = Quit
- ⌘ + H = Hide
- ⌘ + M = Minimize
- ^ ⌘ F = Full Screen (Maximise)
- ^  F = Fill Screen



Safari Shortcuts

⌘ + N = New Safari Window
⇧ + ⌘ + N = New Private Window
⇧ ⌘ W = Close Safari Window
⌘ ⇧ ⌘ W = Close All Safari Windows
⌘ W = Close Safari Tab
⌘ + T = New Safari Tab
⌘ Click = Open Link in New Tab
⇧ ⌘ Click = Open Link and Make Active
⌘ 1 - ⌘ 9 = Select Opened Tab
⌘ 9 = Select Last Opened Tab
⇧ ⌘ \ = Show Tab Overview
⇧ ⌘ T = Reopen Closed Tab
⌘ R = Reload Page
⌘ ⇧ R = Reload Page from Origin
⇧ ⌘ H = Return Home
⌘ , = Safari Settings
⌘ D = Add Bookmark
⇧ ⌘ D = Add to Reading List
⌘ ⇧ B = Edit Bookmarks
⇧ ⌘ B = Show / Hide Favourites Bar
⇧ ⌘ L = Show / Hide Sidebar
^ ⌘ N = New Tab Group
⇧ ⌘ ↓ ↑ = Move Between Tab Groups
⌘ I = Email this Page

Finder Shortcuts

⌘ + N = New Finder Window
⇧ + ⌘ + N = New Folder
⌘ + T = Open New Finder Tab
⌘ (Space) = Quick Look
⌘ I = Get File Info
⌘ ⇧ I = Open Inspector
⌘ J = Show View Options
⌘ 1 - ⌘ 4 = Switch Finder View
⇧ ⌘ P = Show Preview
⌘ ⇧ S = Show / Hide Sidebar



⌘ T = Show / Hide Sidebar + Toolbar
⌘ P = Show / Hide Path Bar
⌘ 1 = Clean Up By Name
⌘ 2 = Clean Up By Kind
⇧ ⌘ 1 Sort By Name
⇧ ⌘ 2 Sort By Kind
⇧ ⌘ 6 Sort By Size

Finder GO Menu

⇧ ⌘ F = Recents Files
⇧ ⌘ O = Open Documents
⇧ ⌘ L = Open Library
⇧ ⌘ U = Open MacOS Utilities
⇧ ⌘ I = Open iCloud Folder

Window Tiling

⇧ ⌘ ⌂ ⬅➡⬆⬇ = Tile to Halves
⇧ ⇧ ⌘ ⌂ ⬅➡ = Arrange to Halves (Left & Right)
⇧ ⇧ ⌘ ⌂ ⬅➡⬆⬇ = Arrange to Halves (Top & Bottom)
⇧ ⌘ ⇧ ⌘ ⌂ ⬅➡⬆⬇ = Arrange to Quarters
⇧ ⌘ ⌂ C = Centre window
⇧ ⌘ ⌂ F = Fill screen

Website and Document Navigation

Fn ↓ ↑ = Scroll by Screen
Fn ← → = Scroll to Start or End
⌘ ↓ ↑ = Jump to Start or End
← → = Move by Character
⌘ ← → = Move by Word
⌘ ← → = Move to Start or End of Line
↓ ↑ = Move by Line
⌘ ↓ ↑ = Move by Paragraph

Text Editing, Delete Text

⌘ B = Make text Bold
⌘ I = Make text Italic



⌘ I = Underline text
⌘ T = Show Fonts
⇧ ⌘ C = Show Colours
⌘ C = Copy Style
⌘ V = Paste Style
⇧ ⌘ V = Paste and Match Style
⌘ K = Add a Web Link
⇧ ⌘ H = Highlight text
⇧ ⌘ K = Add a Comment
^ ⌘ Space = Emoji & Symbols
🌐 E = Emoji & Symbols
⌫ = Delete Previous Character
Fn ⌫ = Delete Next Character
⌘ ⌫ = Delete Previous Word
Fn ⌘ ⌫ = Delete Next Word
⌘ ⌫ = Delete Back to Start of Line
^ K = Delete to End of Paragraph
⌘ + S = Save Document
⌘ + P = Print Document

Screenshot Tool

⇧ ⌘ 3 = Full Screen Photo
⇧ ⌘ 4 = Photo of Selected Area
⇧ ⌘ 5 = Screenshot and Recording Options
^ ⇧ ⌘ 3 = Save Screenshot to Clipboard

System Shortcuts

⌘ Esc = Force Quit Menu
⌘ + Space = Spotlight Search
⌘ + R = Open Result Location
⌘ + F = Find / Search
⌘ + , (comma) = App Settings
⌘ + ⌘ + D Show / Hide Dock
⇧ ⌘ Q = Log Out
^ ⌘ Q = Lock Screen

