# Mac Keyboard Shortcuts

cmd = ⌘ = command          ctrl = control
alt = ⌥                   shift = capital letter keystroke ⇧

| | |
|---|---|
| cmd + C | **c**opy |
| cmd + V | paste |
| cmd + S | **s**ave |
| cmd + X | cut |
| cmd + P | **p**rint |
| cmd + H or W or M | **h**ide or close or **m**inimize |
| ctrl + shift + power | lock and put your display to sleep |
| cmd + A | select **a**ll (all text, all files…) |
| cmd + N | **n**ew (new doc in Word, new email in Mail, etc...) |
| cmd + Q (+ shift) | **q**uit  (force quit) |
| cmd + Z | undo |
| cmd + F | to search, in your computer (to **f**ind a file) or in an app or in a file |
| cmd + T | open a new **t**ab in your web browser or in Finder |
| cmd + shift + T | reopen the last tab you closed in your web browser |
| cmd + L | Select the URL address bar in your web browser |
| cmd + shift + 3 | screenshot |
| cmd + shift + 4 | custom screenshot (selected area) |
| cmd + delete  ⌫ or ← | Move to trash (delete) |
| cmd + + or - | To zoom in (+) or out (-) |
| cmd + space bar | search in your computer (spotlight search) |
| cmd + tab keystroke ⇥ | to switch between opened apps |
| cmd + alt + H | hide all other windows |
| cmd + , | open the preferences menu |
| ctrl + cmd + space bar | open the emoji menu :D |