



MAC OS ESSENTIALS: KEYBOARD COMBOS

Essential shortcuts to help you work smarter and faster on your Mac.



MAC NOTE: The **⌘ Command** key is the most used key on your Mac.

Learn a few shortcuts and you'll save time every day!



BASICS

Everyday shortcuts for common tasks.

KEYBOARD COMBO	RESULT
⌘ Command + A	Select All
⌘ Command + C	Copy
⌘ Command + V	Paste
⌘ Command + X	Cut
⌘ Command + Z	Undo
⌘ Command + H	Hide
⌘ Command + N	New
⌘ Command + P	Print
⌘ Command + F	Find
⌘ Command + G	Find Next
⌘ Command + M	Minimize
⌘ Command + ⌘ Option + M + H	Minimize All
⌘ Command + E	Eject
⌘ Command + D	Bookmark
⌘ Command + O	Open a File
⌘ Command + R	Reload Page
⌘ Command + S	Save
⌘ Command + ⌘ Shift + S	Save As
⌘ Command + W	Close Tab
⌘ Command + T	Open Tab
⌘ Command + + / -	Zoom In / Out
⌘ Command + 0	Reset Zoom
⌘ Command + ,	App Settings



SCREENSHOTS

Capture your screen in a snap.

KEYBOARD COMBO	RESULT
⌘ Command + ⌘ Shift + 3	Take Full Screen Picture
⌘ Command + ⌘ Shift + 4	Select Area to Capture
⌘ Command + ⌘ Shift + 5	Capture or Record Screen



SYSTEM & APP SWITCHING

Navigate, search, and switch with ease.

KEYBOARD COMBO	RESULT
⌘ Command + Space	Spotlight Search
⌘ Command + ⌘ Option + D	Show/Hide Dock
⌘ Command + ⌘ Control + Space	Emoji Picker
⌘ Command + ⌘ Control + Q	Lock Screen
⌘ Command + Tab	Switch Between Apps
⌘ Command + ⌘ Shift + T	Re-open Closed Tab
⌘ Control + ⬆ (Up Arrow)	View Mission Control



FINDER SHORTCUTS

Quick access to important locations.

KEYBOARD COMBO	RESULT
⌘ Command + ⌘ Shift + C	Computer
⌘ Command + ⌘ Shift + H	Home
⌘ Command + ⌘ Shift + I	iCloud
⌘ Command + ⌘ Shift + A	Applications
⌘ Command + ⌘ Shift + F	Recents
⌘ Command + ⌘ Shift + G	Go to Folder



OTHER

Handy extra shortcuts.

KEYBOARD COMBO	RESULT
⌘ Shift + 2	@ Symbol



STARTUP OPTIONS (INTEL MACS)

Hold these keys at startup.

KEYBOARD COMBO	RESULT
⌘ Shift (hold at startup)	Safe Mode
⌘ Option (hold at startup)	Boot Manager
D (hold at startup)	Diagnostics
⌘ Command + R (hold at startup)	Recovery Mode
⌘ Command + ⌘ Option + P + R (hold at startup)	Reset NVRAM



STARTUP OPTIONS (APPLE SILICON M1+ MACS)

Hold or select from the Boot Menu.

KEYBOARD COMBO	RESULT
⏻ Power (hold 10 sec)	Boot Menu
⌘ Command + D (hold, from Boot Menu)	Diagnostics
⌘ Shift + Disk (from Boot Menu)	Safe Mode
Click "Options" (from Boot Menu)	Recovery Assistant

Hold the **Power** button for 10 seconds to reach the **Boot Menu**, then choose one of the options above.



FORCE QUIT, LOG OUT & SHUTDOWN

When an app won't quit or your Mac needs a reset.

KEYBOARD COMBO	RESULT
⌘ Command + ⌘ Option + ⏻ Esc	Force Quit an App
⌘ Shift + ⌘ Command + Q	Instant Log Out
⌘ Command + ⌘ Option + ⌘ Control + ⏻ Power	Force Shutdown



SYMBOL KEY

Know your Mac modifier keys.

⌘ Command	⌘ Option	⌘ Control	⌘ Shift	⏻ Esc	⏻ Power
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RGE GOLDEN RULE

Learn a few shortcuts today.
Save time, reduce stress,
and stay in control.
Small steps. Big difference.



RGE TIP

Pick 3 shortcuts to learn
this week. Practice them
daily. Soon they'll become
second nature!



RGE PHILOSOPHY

Teacher first.
Technician second.
People always.

