

Mac Keyboard Shortcuts



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A	Select all	S	Save
B	Bold font	T	Hanging indent
C	Copy	U	Underline
D	Change font	V	Paste
E	Center alignment	W	Close file
F	Find	X	Cut
G	Find next	Y	Redo
H	Replace	Z	Undo
I	Italic font	1	Single space
J	Justify	2	Double space
L	Left alignment	5	1.5 space
M	Minimize	/	Help menu
N	New document	Home	Top of page
O	Open file	End	Bottom of page
P	Print	F2	Print preview
Q	Quit	Option +L	Spell check
R	Right alignment	Option +R	Grammar check



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Option + Esc	Force quit
Tab	Cycles through open applications
F4	Close document
Control + F2	Control the menu bar with the keyboard
Control F3	Control the dock with the keyboard
Lt, Rt Arrows	Back/forward on web



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Tab	Moves cursor backward
Page up	Highlights cursor position to the beginning of the line
Page down	Highlights cursor position to the end of the line



Page break

Other Keys

F1	Undo
F7	Spell/Grammar Check
Option	Shortcut Menu

For more Microsoft shortcuts: <http://www.apple.com/support/pages/shortcuts/>

Customize your keyboard shortcuts
Tools → Customize → Keyboard

For more information go to <http://brocku.ca/hr-ehs/environment-health-safety/health-wellbeing>
 or email oehs@brocku.ca