









Information Systems

Common Keyboard Shortcuts







A keyboard shortcut is a combination of keystrokes that can accomplish tasks without the use of the mouse. Common keys used in shortcuts are the apple key , the shift key ,

General Shortcuts:







-  + M: Minimizes the active window
-  + O: Opens the selected folder, document, or application (grey if no folder, document, or application is selected)
-  + E: Ejects the selected disk/CD.
-  + F: Finds files on your computer
-  + H: Shows or hides finder
-  + W: Closes the currently open Window

Common Application Shortcuts

File Menu:

-  + N: Opens a New document
-  + O: Open a saved document
-  + S: Saves the currently open document
-  + F: Find text inside the currently open document
-  + P: Prints the currently open document
-  + Q: Quits the currently open program

Edit Menu:

-  + Z: Undo the last change made (if possible)
-  + Y: Redo the last undo made (if possible)
-  + X: Cuts highlighted objects (text, pictures, etc)
-  + C: Copies highlighted objects
-  + V: Pastes objects which have been cut or copied
-  + A: Select All, highlights everything in the open document

Symbols 