Keyboard Shortcuts

What's the fastest and easiest route to quicker computing? Mastering the keyboard shortcuts for common commands. Print and save this handy chart—it'll help you commit the keystrokes to memory. (The Mac's Command key is the one with the apple icon.)

FUNCTION	PC	MAC
Open a file	Control-O	Command-O
Close a file	Control-W	Command-W
Quit a program	Control-Q	Command-Q
Create a new file or folder	Control-N	Command-N
Save	Control-S	Command-S
Print	Control-P	Command-P
Find	Control-F	Command-F
Select all the data in a document	Control-A	Command-A
Copy selected text	Control-C	Command-C
Cut selected text	Control-X	Command-X
Paste copied or cut text	Control-V	Command-V
Make selected text bold	Control-B	Command-B
Italicize selected text	Control-I	Command-I
Change selected text to upper- or lowercase	Control-F3	Option-Command-C
Increase size of selected text	Control-Shift->	Command-Shift->
Decrease size of selected text	Control-Shift-<	Command-Shift-<
Increase size of type on a Web site	Control-+	Command-+
Undo	Control-Z	Command-Z
Add a bookmark for the current Web page	Control-D	Command-D
Refresh a Web page	F5	Command-R
Show or hide desktop	Win-D	F11
Create a new tab in your browser	Control-T	Command-T
Minimize current window	Alt-Space then N	Command-M