

Useful Apple ShortCuts and Quick Keys

<u>Function</u>	<u>Key Combination</u>	<u>Comments</u>
Screen Capture (selection to clipboard)	shift+command+control+4	Can paste into Word, ActivInspire, etc
Screen Capture (entire screen to clipboard)	shift+command+control+3	Can paste into Word, ActivInspire, etc
Screen Capture (selection to file on desktop)	shift+command+4	Creates an image file
Screen Capture (entire screen to file on desktop)	shift+command+3	Creates an image file
Copy	command+c	Copy selected items
Cut	command+c	Cut selected items
Paste	command+v	Paste selected items
Delete	command+Delete	Delete selected items
Duplicate	command+d	Duplicate selected item
Print	command+p	Print
Save	command+s	Save in an application
Switch between open Applications	command+tab	keep holding down command and press tab to scroll between applications)
Quit an Application	command+Q	
Force Quit	option+command+escape	Then select Application to force quit
Zoom In	control+2 fingers up or down on trackpad	This zooms in the screen. Good for intruction.
Exposé View of Open Windows	F3	Can see all windows
é	option+e, e	Spanish accent letter
ó	option+e, o	Spanish accent letter
á	option+e, a	Spanish accent letter
í	option+e, i	Spanish accent letter
ú	option+e, u	Spanish accent letter
¡	option+l	Spanish exclamation
¿	option+shift+question mark	Spanish question mark