



PERFORMANCE BASED  
ERGONOMICS  
setting the stage for healthy job performance

# Key Command – Cheat Sheet

## Mac Keyboard Shortcuts

### Desktop / Common Tasks

<p><b>Launch Bar</b> Space Bar + ⌘</p> <p><b>Open Document</b> ⌘ + O</p> <p><b>Clear Desktop</b> [fn] + F11 to Clear [fn] + F11 to Restore</p> <p><b>Minimize Document</b> ⌘ + M</p> <p><b>Select All Text</b> ⌘ + A</p>	<p><b>Dock</b> Ctrl + F3</p> <p><b>New Document</b> ⌘ + N</p> <p><b>View Applications</b> F9 Tab through applications</p> <p><b>Toggle Programs</b> ⌘ + Tab</p> <p><b>Select Character(s)</b> Shift + Arrow(R/L)</p>	<p><b>Open Application</b> Enter</p> <p><b>Close Document</b> ⌘ + W</p> <p><b>Minimize Current Application</b> F10</p> <p><b>Save Document</b> ⌘ + S</p> <p><b>Select Word</b> Shift + Option(alt) + Arrow</p>	<p><b>Spotlight</b> ⌘ + Space Bar</p> <p><b>Exit or Quit Program</b> ⌘ + Q</p> <p><b>Center Text</b> ⌘ + E</p> <p><b>Shut All</b> Shift ⌘ + Q</p> <p><b>Select Lines of Text</b> Shift + Home/End Shift + ↑ or ↓ Arrow</p>
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### E-mail Functions

	Apple Mail	Gmail <small>Please note, you have to enable keyboard shortcut functions on your gmail settings</small>
<b>New Message</b>	⌘ + N	C
<b>Reply</b>	⌘ + R	R
<b>Send</b>	[Shift] + ⌘ + D	⌘ + Enter
<b>Retrieve</b>	NA	I









### - Work Tip -

Remember to use *TWO* hands when performing key commands!!!!  
Be careful to maintain comfortable and level wrists when using the cursor keys!











## Key Command – Cheat Sheet

<b>Undo</b>  + Z	<b>Redo</b>  + Y	<b>Save</b>  + S	<b>Spell Check</b> F2
<b>Print Preview</b>  + F2	<b>Print</b>  + P	<b>Go To</b>  + G	<b>Find</b>  + F
<b>Go to Beginning of Document</b>  + Home	<b>Go to End of Document</b>  + End	<b>Cursor to Begin/End of Line</b> Home / End	<b>Move Cursor by Word/Line</b>  + Arrows
<b>Move to Next Field in Dialogue Box</b> Tab	<b>Move to Previous Field</b> Shift + Tab	<b>Get Out of Dialogue Box</b>  + . (period)	<b>Move Between Pages (Web)</b>  + [  + ]

## Excel Functions

<b>Add Date</b>  + - (hyphen)	<b>Select Column</b> Ctrl + Spacebar	<b>Select Row</b> Shift + Spacebar	<b>Find</b>  + F
<b>Hide / Show Menu</b>  + 7	<b>Format Cell</b>  + 1	<b>Go To</b> Ctrl + G	<b>Replace</b>  + H
<b>Scroll among open excel files</b> + M 	<b>Delete (opens dialog box)</b>  + K	<b>Go from Sheet to Sheet</b>  + Page Up/Down	<b>Insert Cursor in Excel Cell</b> F2

## Editing

<b>Cut</b>  + X	<b>Copy</b>  + C	<b>Paste</b>  + V	<b>Bold</b>  + B
<b>Underline</b>  + U	<b>Italics</b>  + I	<b>Change Case</b> Shift + F3	<b>Change Font</b>  + D
<b>Increase Font Size</b>  + ]	<b>Decrease Font Size</b>  + [	<b>Left Align</b>  + L	<b>Right Align</b>  + R
<b>Center</b>  + E	<b>Spell Check</b> F7	<b>Thesaurus</b> Shift + F7	<b>Help</b> F1

## - Work Tip -

Are you paying attention to your sitting posture?  
 Remember to keep your head balanced over your spine.  
 Stretch frequently!