

Keyboard shortcuts

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Windows 10

Copy, paste, and other general keyboard shortcuts

Press this key	To do this
Ctrl + X	Cut the selected item
Ctrl + C (or Ctrl + Insert)	Copy the selected item
Ctrl + V (or Shift + Insert)	Paste the selected item
Ctrl + Z	Undo an action
Alt + Tab	Switch between open apps
Alt + F4	Close the active item, or exit the active app
Windows logo key + L	Lock your PC
Windows logo key + D	Display and hide the desktop
F2	Rename the selected item
F3	Search for a file or folder in File Explorer
F4	Display the address bar list in File Explorer

F5	Refresh the active window
F6	Cycle through screen elements in a window or on the desktop
F10	Activate the Menu bar in the active app
Alt + F8	Show your password on the sign-in screen
Alt + Esc	Cycle through items in the order in which they were opened
Alt + underlined letter	Perform the command for that letter
Alt + Enter	Display properties for the selected item
Alt + Spacebar	Open the shortcut menu for the active window
Alt + Left arrow	Go back
Alt + Right arrow	Go forward
Alt + Page Up	Move up one screen
Alt + Page Down	Move down one screen
Ctrl + F4	Close the active document (in apps that are full-screen and let you have multiple documents open at the same time)
Ctrl + A	Select all items in a document or window
Ctrl + D (or Delete)	Delete the selected item and move it to the Recycle Bin
Ctrl + R (or F5)	Refresh the active window
Ctrl + Y	Redo an action
Ctrl + Right arrow	Move the cursor to the beginning of the next word
Ctrl + Left arrow	Move the cursor to the beginning of the previous word
Ctrl + Down arrow	Move the cursor to the beginning of the next paragraph
Ctrl + Up arrow	Move the cursor to the beginning of the previous paragraph
Ctrl + Alt + Tab	Use the arrow keys to switch between all open apps
Alt + Shift + arrow keys	When a group or tile is in focus on the Start menu, move it in the direction specified
Ctrl + Shift + arrow keys	When a tile is in focus on the Start menu, move it into another tile to create a folder
Ctrl + arrow keys	Resize the Start menu when it's open
Ctrl + arrow key (to move to an item) + Spacebar	Select multiple individual items in a window or on the desktop
Ctrl + Shift with an arrow key	Select a block of text
Ctrl + Esc	Open Start
Ctrl + Shift + Esc	Open Task Manager
Ctrl + Shift	Switch the keyboard layout when multiple keyboard layouts are available
Ctrl + Spacebar	Turn the Chinese input method editor (IME) on or off

Shift + F10	Display the shortcut menu for the selected item
Shift with any arrow key	Select more than one item in a window or on the desktop, or select text in a document
Shift + Delete	Delete the selected item without moving it to the Recycle Bin first
Right arrow	Open the next menu to the right, or open a submenu
Left arrow	Open the next menu to the left, or close a submenu
Esc	Stop or leave the current task
PrtScn	Take a screenshot of your whole screen and copy it to the clipboard. Note: You can change this shortcut so it also opens screen snipping which lets you edit your screenshot. Select Start > Settings > Ease of Access > Keyboard, and turn on the toggle under Print Screen shortcut.

Windows logo key keyboard shortcuts

Press this key	To do this
Windows logo key	Open or close Start
Windows logo key + A	Open Action centre
Windows logo key + B	Set focus in the notification area
Windows logo key + C	Open Cortana in listening mode Notes This shortcut is turned off by default. To turn it on, select Start > Settings > Cortana, and turn on the toggle under Let Cortana listen for my commands when I press the Windows logo key + C. Cortana is available only in certain countries/regions, and some Cortana features might not be available everywhere. If Cortana isn't available or is turned off, you can still use search.
Windows logo key + Shift + C	Open the charms menu
Windows logo key + D	Display and hide the desktop
Windows logo key + Alt + D	Display and hide the date and time on the desktop
Windows logo key + E	Open File Explorer
Windows logo key + F	Open Feedback Hub and take a screenshot
Windows logo key + G	Open Game bar when a game is open
Windows logo key + H	Start dictation
Windows logo key + I	Open Settings
Windows logo key + J	Set focus to a Windows tip when one is available. When a Windows tip appears, bring focus to the Tip. Pressing the

	keyboard shortcuts again to bring focus to the element on the screen to which the Windows tip is anchored.
Windows logo key + K	Open the Connect quick action
Windows logo key + L	Lock your PC or switch accounts
Windows logo key + M	Minimize all windows
Windows logo key + O	Lock device orientation
Windows logo key + P	Choose a presentation display mode
Windows Logo key + Ctrl + Q	Open Quick Assist
Windows logo key + R	Open the Run dialog box
Windows logo key + S	Open search
Windows logo key + Shift + S	Take a screenshot of part of your screen
Windows logo key + T	Cycle through apps on the taskbar
Windows logo key + U	Open Ease of Access Centre
Windows logo key + Shift + V	Cycle through notifications
Windows logo key + V	Open the clipboard. Note: To activate this shortcut, select Start > Settings > System > Clipboard, and turn on the toggle under Clipboard history.
Windows logo key + X	Open the Quick Link menu
Windows logo key + Y	Switch input between Windows Mixed Reality and your desktop
Windows logo key + Z	Show the commands available in an app in full-screen mode
Windows logo key + period (.) or semicolon (;)	Open emoji panel
Windows logo key + comma (,)	Temporarily peek at the desktop
Windows logo key + Pause	Display the System Properties dialog box
Windows logo key + Ctrl + F	Search for PCs (if you're on a network)
Windows logo key + Shift + M	Restore minimized windows on the desktop
Windows logo key + number	Open the desktop and start the app pinned to the taskbar in the position indicated by the number. If the app is already running, switch to that app.
Windows logo key + Shift + number	Open the desktop and start a new instance of the app pinned to the taskbar in the position indicated by the number
Windows logo key + Ctrl + number	Open the desktop and switch to the last active window of the app pinned to the taskbar in the position indicated by the number
Windows logo key + Alt + number	Open the desktop and open the Jump List for the app pinned to the taskbar in the position indicated by the number
Windows logo key + Ctrl + Shift + number	Open the desktop and open a new instance of the app located at the given position on the taskbar as an administrator

Windows logo key + Tab	Open Task view
Windows logo key + Up arrow	Maximize the window
Windows logo key + Down arrow	Remove current app from screen or minimize the desktop window
Windows logo key + Left arrow	Maximize the app or desktop window to the left side of the screen
Windows logo key + Right arrow	Maximize the app or desktop window to the right side of the screen
Windows logo key + Home	Minimize all except the active desktop window (restores all windows on second stroke)
Windows logo key + Shift + Up arrow	Stretch the desktop window to the top and bottom of the screen
Windows logo key + Shift + Down arrow	Restore/minimize active desktop windows vertically, maintaining width
Windows logo key + Shift + Left arrow or Right arrow	Move an app or window in the desktop from one monitor to another
Windows logo key + Spacebar	Switch input language and keyboard layout
Windows logo key + Ctrl + Spacebar	Change to a previously selected input
Windows logo key + Ctrl + Enter	Open Narrator
Windows logo key + Plus (+)	Open Magnifier
Windows logo key + forward slash (/)	Begin IME reversion
Windows logo key + Ctrl + V	Open shoulder taps
Windows logo key + Ctrl + Shift + B	Wake PC from Blank or Black screen

Command Prompt keyboard shortcuts

Press this key	To do this
Ctrl + C (or Ctrl + Insert)	Copy the selected text
Ctrl + V (or Shift + Insert)	Paste the selected text
Ctrl + M	Enter Mark mode
Alt + selection key	Begin selection in block mode
Arrow keys	Move the cursor in the direction specified
Page up	Move the cursor by one page up
Page down	Move the cursor by one page down

Ctrl + Home (Mark mode)	Move the cursor to the beginning of the buffer
Ctrl + End (Mark mode)	Move the cursor to the end of the buffer
Ctrl + Up arrow	Move up one line in the output history
Ctrl + Down arrow	Move down one line in the output history
Ctrl + Home (History navigation)	If the command line is empty, move the viewport to the top of the buffer. Otherwise, delete all the characters to the left of the cursor in the command line.
Ctrl + End (History navigation)	If the command line is empty, move the viewport to the command line. Otherwise, delete all the characters to the right of the cursor in the command line.

Dialog box keyboard shortcuts

Press this key	To do this
F4	Display the items in the active list
Ctrl + Tab	Move forward through tabs
Ctrl + Shift + Tab	Move back through tabs
Ctrl + number (number 1–9)	Move to nth tab
Tab	Move forward through options
Shift + Tab	Move back through options
Alt + underlined letter	Perform the command (or select the option) that is used with that letter
Spacebar	Select or clear the check box if the active option is a check box
Backspace	Open a folder one level up if a folder is selected in the Save As or Open dialog box
Arrow keys	Select a button if the active option is a group of option buttons

File Explorer keyboard shortcuts

Press this key	To do this
Alt + D	Select the address bar
Ctrl + E	Select the search box
Ctrl + F	Select the search box
Ctrl + N	Open a new window
Ctrl + W	Close the active window
Ctrl + mouse scroll wheel	Change the size and appearance of file and folder icons
Ctrl + Shift + E	Display all folders above the selected folder
Ctrl + Shift + N	Create a new folder

Num Lock + asterisk (*)	Display all subfolders under the selected folder
Num Lock + plus (+)	Display the contents of the selected folder
Num Lock + minus (-)	Collapse the selected folder
Alt + P	Display the preview panel
Alt + Enter	Open the Properties dialog box for the selected item
Alt + Right arrow	View the next folder
Alt + Up arrow	View the folder that the folder was in
Alt + Left arrow	View the previous folder
Backspace	View the previous folder
Right arrow	Display the current selection (if it's collapsed), or select the first subfolder
Left arrow	Collapse the current selection (if it's expanded), or select the folder that the folder was in
End	Display the bottom of the active window
Home	Display the top of the active window
F11	Maximize or minimize the active window

Virtual desktops keyboard shortcuts

Press this key	To do this
Windows logo key + Tab	Open Task view
Windows logo key + Ctrl + D	Add a virtual desktop
Windows logo key + Ctrl + Right arrow	Switch between virtual desktops you've created on the right
Windows logo key + Ctrl + Left arrow	Switch between virtual desktops you've created on the left
Windows logo key + Ctrl + F4	Close the virtual desktop you're using

Taskbar keyboard shortcuts

Press this key	To do this
Shift + click a taskbar button	Open an app or quickly open another instance of an app
Ctrl + Shift + click a taskbar button	Open an app as an administrator
Shift + right-click a taskbar button	Show the window menu for the app
Shift + right-click a grouped taskbar button	Show the window menu for the group
Ctrl + click a grouped taskbar button	Cycle through the windows of the group

Settings keyboard shortcuts

Press this key	To do this
Windows logo key + I	Open settings
Backspace	Go back to the settings home page

Type on any page with search box	Search settings
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App rearranging shortcuts

The following table contains keyboard shortcuts for rearranging modern apps.

Note: Keep the Windows logo key pressed down continuously while you're rearranging apps, from the moment you enter rearrange mode and through all the various rearrange commands. When you're done rearranging, release your finger from the Windows logo key to select the current arrangement.

Press this key	To do this
Windows logo key + . (period)	Enter rearrange mode and select apps or dividers across monitors
Windows logo key + left arrow	Move app divider left
Windows logo key + right arrow	Move app divider right
Windows logo key + up arrow	Maximize app
Windows logo key + down arrow	Close app
Windows logo key + Esc	Exit rearrange mode

Paint keyboard shortcuts

The following table contains keyboard shortcuts for working with Paint.

Press this key	To do this
Ctrl + N	Create a new picture
Ctrl + O	Open an existing picture
Ctrl + S	Save changes to a picture
F12	Save the picture as a new file
Ctrl + P	Print a picture
Alt + F4	Close a picture and its Paint window
Ctrl + Z	Undo a change
Ctrl + Y	Redo a change
Ctrl + A	Select the entire picture
Ctrl + X	Cut a selection
Ctrl + C	Copy a selection to the Clipboard
Ctrl + V	Paste a selection from the Clipboard
Right Arrow	Move the selection or active shape right by one pixel
Left Arrow	Move the selection or active shape left by one pixel
Down Arrow	Move the selection or active shape down by one pixel
Up Arrow	Move the selection or active shape up by one pixel

Esc	Cancel a selection
Delete	Delete a selection
Ctrl + B	Bold selected text
Ctrl + +	Increase the width of a brush, line, or shape outline by one pixel
Ctrl + -	Decrease the width of a brush, line, or shape outline by one pixel
Ctrl + U	Underline selected text
Ctrl + E	Open the Properties dialog box
Ctrl + W	Open the Resize and Skew dialog box
Ctrl + Page Up	Zoom in
Ctrl + Page Down	Zoom out
F11	View a picture in full-screen mode
Ctrl + R	Show or hide the ruler
Ctrl + G	Show or hide gridlines
F10 or Alt	Display key tips
Shift + F10	Show the current shortcut menu
F1	Open Paint Help

WordPad keyboard shortcuts

The following table contains keyboard shortcuts for working with WordPad.

Press this key	To do this
Ctrl + N	Create a new document
Ctrl + O	Open an existing document
Ctrl + S	Save changes to a document
F12	Save the document as a new file
Ctrl + P	Print a document
Alt + F4	Close WordPad
Ctrl + Z	Undo a change
Ctrl + Y	Redo a change
Ctrl + A	Select the entire document
Ctrl + X	Cut a selection
Ctrl + C	Copy a selection to the Clipboard
Ctrl + V	Paste a selection from the Clipboard
Ctrl + B	Make selected text bold
Ctrl + I	Italicize selected text
Ctrl + U	Underline selected text

Ctrl + =	Make selected text subscript
Ctrl + Shift + =	Make selected text superscript
Ctrl + L	Align text left
Ctrl + E	Align text centre
Ctrl + R	Align text right
Ctrl + J	Justify text
Ctrl + 1	Set single line spacing
Ctrl + 2	Set double line spacing
Ctrl + 5	Set line spacing to 1.5
Ctrl + Shift + >	Increase the font size
Ctrl + Shift + <	Decrease the font size
Ctrl + Shift + A	Change characters to all capitals
Ctrl + Shift + L	Change the bullet style
Ctrl + D	Insert a Microsoft Paint drawing
Ctrl + F	Find text in a document
F3	Find the next instance of the text in the Find dialog box
Ctrl + H	Replace text in a document
Ctrl + Left Arrow	Move the cursor one word to the left
Ctrl + Right Arrow	Move the cursor one word to the right
Ctrl + Up Arrow	Move the cursor to the line above
Ctrl + Down Arrow	Move the cursor to the line below
Ctrl + Home	Move to the beginning of the document
Ctrl + End	Move to the end of the document
Ctrl + Page Up	Move up one page
Ctrl + Page Down	Move down one page
Ctrl + Delete	Delete the next word
F10	Display key tips
Shift + F10	Show the current shortcut menu
F1	Open WordPad Help

Calculator keyboard shortcuts

The following table contains keyboard shortcuts for working with Calculator.

Press this key	To do this
Alt + 1	Switch to Standard mode
Alt + 2	Switch to Scientific mode

Alt + 3	Switch to Programmer mode
Alt + 4	Switch to Statistics mode
Ctrl + E	Open date calculations
Ctrl + H	Turn calculation history on or off
Ctrl + U	Open unit conversion
Alt + C	Calculate or solve date calculations and worksheets
F1	Open Calculator Help
Ctrl + Q	Press the M- button
Ctrl + P	Press the M+ button
Ctrl + M	Press the MS button
Ctrl + R	Press the MR button
Ctrl + L	Press the MC button
%	Press the % button
F9	Press the +/- button
/	Press the / button
*	Press the * button
+	Press the + button
-	Press the – button
R	Press the 1/× button
@	Press the square root button
0–9	Press the number buttons (0–9)
=	Press the = button
.	Press the . (decimal point) button
Backspace	Press the backspace button
Esc	Press the C button
Del	Press the CE button
Ctrl + Shift + D	Clear the calculation history
F2	Edit the calculation history
Up Arrow key	Navigate up in the calculation history
Down Arrow key	Navigate down in the calculation history
Esc	Cancel editing the calculation history
Enter	Recalculate the calculation history after editing
F3	Select Degrees in Scientific mode
F4	Select Radians in Scientific mode
F5	Select Grads in Scientific mode

I	Press the Inv button in Scientific mode
D	Press the Mod button in Scientific mode
Ctrl + S	Press the sinh button in Scientific mode
Ctrl + O	Press the cosh button in Scientific mode
Ctrl + T	Press the tanh button in Scientific mode
(	Press the (button in Scientific mode
)	Press the) button in Scientific mode
N	Press the ln button in Scientific mode
;	Press the Int button in Scientific mode
S	Press the sin button in Scientific mode
O	Press the cos button in Scientific mode
T	Press the tan button in Scientific mode
M	Press the dms button in Scientific mode
P	Press the pi button in Scientific mode
V	Press the F-E button in Scientific mode
X	Press the Exp button in Scientific mode
Q	Press the x^2 button in Scientific mode
Y	Press the x^y button in Scientific mode
#	Press the x^3 button in Scientific mode
L	Press the log button in Scientific mode
!	Press the n! button in Scientific mode
Ctrl + Y	Press the y^x button in Scientific mode
Ctrl + B	Press the 3^x button in Scientific mode
Ctrl + G	Press the 10^x button in Scientific mode
F5	Select Hex in Programmer mode
F6	Select Dec in Programmer mode
F7	Select Oct in Programmer mode
F8	Select Bin in Programmer mode
F12	Select Qword in Programmer mode
F2	Select Dword in Programmer mode
F3	Select Word in Programmer mode
F4	Select Byte in Programmer mode
K	Press the RoR button in Programmer mode
J	Press the RoL button in Programmer mode
<	Press the Lsh button in Programmer mode

>	Press the Rsh button in Programmer mode
%	Press the Mod button in Programmer mode
(	Press the (button in Programmer mode
)	Press the) button in Programmer mode
	Press the Or button in Programmer mode
^	Press the Xor button in Programmer mode
~	Press the Not button in Programmer mode
&	Press the And button in Programmer mode
A–F	Press the A–F buttons in Programmer mode
Spacebar	Toggles the bit value in Programmer mode
A	Press the Average button in Statistics mode
Ctrl + A	Press the Average Sq button in Statistics mode
S	Press the Sum button in Statistics mode
Ctrl + S	Press the Sum Sq button in Statistics mode
T	Press the S.D. button in Statistics mode
Ctrl + T	Press the Inv S.D. button in Statistics mode
D	Press the CAD button in Statistics mode

Windows Journal keyboard shortcuts

The following table contains keyboard shortcuts for working with Windows Journal.

Press this key	To do this
Ctrl + N	Start a new note
Ctrl + O	Open a recently used note
Ctrl + S	Save changes to a note
Ctrl + Shift + V	Move a note to a specific folder
Ctrl + P	Print a note
Alt + F4	Close a note and its Journal window
Ctrl + Z	Undo a change
Ctrl + Y	Redo a change
Ctrl + A	Select all items on a page
Ctrl + X	Cut a selection
Ctrl + C	Copy a selection to the Clipboard
Ctrl + V	Paste a selection from the Clipboard
Esc	Cancel a selection
Delete	Delete a selection

Ctrl + F	Start a basic find
Ctrl + G	Go to a page
F5	Refresh find results
F5	Refresh the note list
F6	Toggle between a note list and a note
Ctrl + Shift + C	Display a shortcut menu for column headings in a note list
F11	View a note in full-screen mode
F1	Open Journal Help

Windows Help viewer keyboard shortcuts

The following table contains keyboard shortcuts for working with the Help viewer.

Press this key	To do this
Alt + C	Display the Table of Contents
Alt + N	Display the Connection Settings menu
F10	Display the Options menu
Alt + Left Arrow	Move back to the previously viewed topic
Alt + Right Arrow	Move forward to the next (previously viewed) topic
Alt + A	Display the customer support page
Alt + Home	Display the Help and Support home page
Home	Move to the beginning of a topic
End	Move to the end of a topic
Ctrl + F	Search the current topic
Ctrl + P	Print a topic
F3	Move the cursor to the search box

Further online resources

[From Microsoft Support Pages](#) Also includes tabs for Win 8.1 and Windows 7

[Keyboard shortcuts in apps](#)

[Windows keyboard shortcuts for accessibility](#)

[Microsoft Surface Hub keyboard shortcuts](#)

APPLE MAC

From Apple Support Pages.

Cut, copy, paste and other common shortcuts

Command-X	Cut the selected item and copy it to the Clipboard.
Command-C	Copy the selected item to the Clipboard. This also works for files in the Finder.
Command-V	Paste the contents of the Clipboard into the current document or app. This also works for files in the Finder.
Command-Z	Undo the previous command. You can then press Shift-Command-Z to Redo, reversing the undo command. In some apps, you can undo and redo multiple commands.
Command-A	Select All items.
Command-F	Find items in a document or open a Find window.
Command-G	Find Again: Find the next occurrence of the item previously found. To find the previous occurrence, press Shift-Command-G.
Command-H	Hide the windows of the front app. To view the front app but hide all other apps, press Option-Command-H.
Command-M	Minimise the front window to the Dock. To minimise all windows of the front app, press Option-Command-M.
Command-O	Open the selected item or open a dialogue to select a file to open.
Command-P	Print the current document.
Command-S	Save the current document.
Command-T	Open a new tab.
Command-W	Close the front window. To close all windows of the app, press Option-Command-W.
Option-Command-Esc	Force quit an app.
Command-Space bar	Show or hide the Spotlight search field. To perform a Spotlight search from a Finder window, press Command-Option-Space bar. (If you use multiple input sources to type in different languages, these shortcuts will change input sources instead of showing Spotlight. Find out how to change a conflicting keyboard shortcut .)
Control-Command-Space bar	Show the Character Viewer, from which you can choose emoji and other symbols .
Control-Command-F	Use the app in full screen, if supported by the app.
Space bar	Use Quick Look to preview the selected item.
Command-Tab	Switch to the next most recently used app amongst your open apps.
Shift-Command-5	In macOS Mojave or later , take a screenshot or make a screen recording. Or use Shift-Command-3 or Shift-Command-4 for screenshots. Find out more about screenshots .
Shift-Command-N	Create a new folder in the Finder.
Command-Comma (,)	Open preferences for the front app.

Sleep, log out and shut down shortcuts

You may need to press and hold some of these shortcuts for slightly longer than other shortcuts. This helps you to avoid using them unintentionally.

Power button	Press to turn on your Mac or wake it from sleep. Press and hold for 1.5 seconds to put your Mac to sleep.* Continue holding to force your Mac to turn off.
Option-Command-Power button* or Option-Command-Media Eject 	Put your Mac to sleep.
Control-Shift-Power button* or Control-Shift-Media Eject 	Put your displays to sleep.
Control-Power button* or Control-Media Eject 	Display a dialogue asking whether you want to restart, sleep or shut down.
Control-Command-Power button	* Force your Mac to restart, without prompting to save any open and unsaved documents.
Control-Command-Media Eject 	Quit all apps, then restart your Mac. If any open documents have unsaved changes, you will be asked whether you want to save them.
Control-Option-Command-Power button* or Control-Option-Command-Media Eject 	Quit all apps, then shut down your Mac. If any open documents have unsaved changes, you will be asked whether you want to save them.
Control-Command-Q	Lock your screen immediately.
Shift-Command-Q	Log out of your macOS user account. You will be asked to confirm. To log out immediately without confirming, press Option-Shift-Command-Q.

* Does not apply to the [Touch ID sensor](#).

Finder and system shortcuts

Command-D	Duplicate the selected files.
Command-E	Eject the selected disk or volume.
Command-F	Start a Spotlight search in the Finder window.
Command-I	Show the Get Info window for a selected file.
Command-R	(1) When an alias is selected in the Finder: Show the original file for the selected alias. (2) In some apps, such as Calendar or Safari, refresh or reload the page. (3) In Software Update preferences , check for software updates again.
Shift-Command-C	Open the Computer window.
Shift-Command-D	Open the desktop folder.
Shift-Command-F	Open the Recents window, showing all of the files you have viewed or changed recently.
Shift-Command-G	Open a Go to Folder window.
Shift-Command-H	Open the Home folder of the current macOS user account.

Shift-Command-I	Open iCloud Drive.
Shift-Command-K	Open the Network window.
Option-Command-L	Open the Downloads folder.
Shift-Command-N	Create a new folder.
Shift-Command-O	Open the Documents folder.
Shift-Command-P	Show or hide the Preview pane in Finder windows.
Shift-Command-R	Open the AirDrop window.
Shift-Command-T	Show or hide the tab bar in Finder windows.
Control-Shift-Command-T	Add selected Finder item to the Dock (OS X Mavericks or later)
Shift-Command-U	Open the Utilities folder.
Option-Command-D	Show or hide the Dock.
Control-Command-T	Add the selected item to the sidebar (OS X Mavericks or later).
Option-Command-P	Hide or show the path bar in Finder windows.
Option-Command-S	Hide or show the Sidebar in Finder windows.
Command-Slash (/)	Hide or show the status bar in Finder windows.
Command-J	Show View Options.
Command-K	Open the Connect to Server window.
Control-Command-A	Make an alias of the selected item.
Command-N	Open a new Finder window.
Option-Command-N	Create a new Smart Folder.
Command-T	Show or hide the tab bar when a single tab is open in the current Finder window.
Option-Command-T	Show or hide the toolbar when a single tab is open in the current Finder window.
Option-Command-V	Move the files in the Clipboard from their original location to the current location.
Command-Y	Use Quick Look to preview the selected files.
Option-Command-Y	View a Quick Look slideshow of the selected files.
Command-1	View the items in the Finder window as icons.
Command-2	View the items in a Finder window as a list.
Command-3	View the items in a Finder window in columns.
Command-4	View the items in a Finder window in a gallery.
Command-Left Bracket ([)	Go to the previous folder.
Command-Right Bracket (])	Go to the next folder.
Command-Up Arrow	Open the folder that contains the current folder.
Command-Control-Up Arrow	Open the folder that contains the current folder in a new window.
Command-Down Arrow	Open the selected item.
Right Arrow	Open the selected folder. This only works when in list view.
Left Arrow	Close the selected folder. This only works when in list view.

Command-Delete	Move the selected item to the Bin.
Shift-Command-Delete	Empty the Bin.
Option-Shift-Command-Delete	Empty the Bin without a confirmation dialogue.
Command-Brightness Down	Turn video mirroring on or off when your Mac is connected to more than one display.
Option-Brightness Up	Open Displays preferences. This works with either Brightness key.
Control-Brightness Up or Control-Brightness Down	Change the brightness of your external display, if supported by your display.
Option-Shift-Brightness Up or Option-Shift-Brightness Down	Adjust the display brightness in smaller steps. Add the Control key to this shortcut to make the adjustment on your external display, if supported by your display.
Option-Mission Control	Open Mission Control preferences.
Command-Mission Control	Show the desktop.
Control-Down Arrow	Show all windows of the front app.
Option-Volume Up	Open Sound preferences. This works with any of the volume keys.
Option-Shift-Volume Up or Option-Shift-Volume Down	Adjust the sound volume in smaller steps.
Option-Keyboard Brightness Up	Open Keyboard preferences. This works with either Keyboard Brightness key.
Option-Shift-Keyboard Brightness Up or Option-Shift-Keyboard Brightness Down	Adjust the keyboard brightness in smaller steps.
Option key while double-clicking	Open the item in a separate window, then close the original window.
Command key while double-clicking	Open a folder in a separate tab or window.
Command key while dragging to another volume	Move the dragged item to the other volume, instead of copying it.
Option key while dragging	Copy the dragged item. The pointer changes while you drag the item.
Option-Command while dragging	Make an alias of the dragged item. The pointer changes while you drag the item.
Option-click a disclosure triangle	Open all folders within the selected folder. This only works when in list view.
Command-click a window title	See the folders that contain the current folder.

[Find out how to use Command or Shift to select multiple items in the Finder.](#)

Click the Go menu in the Finder menu bar to see shortcuts for opening many commonly used folders, such as Applications, Documents, Downloads, Utilities and iCloud Drive.

Document shortcuts

The behaviour of these shortcuts may vary, depending on the app you're using.

Command-B	Boldface the selected text, or turn boldfacing on or off.
Command-I	Italicise the selected text, or turn italics on or off.
Command-K	Add a web link.
Command-U	Underline the selected text or turn underlining on or off.
Command-T	Show or hide the Fonts window.
Command-D	Select the Desktop folder from within an Open dialogue or Save dialogue.
Control-Command-D	Show or hide the definition of the selected word.
Shift-Command-Colon (:)	Display the Spelling and Grammar window.
Command-Semicolon (;)	Find misspelled words in the document.
Option-Delete	Delete the word to the left of the insertion point.
Control-H	Delete the character to the left of the insertion point. Or use Delete.
Control-D	Delete the character to the right of the insertion point. Or use Fn-Delete.
Fn-Delete	Forward delete on keyboards that don't have a Forward Delete key. Or use Control-D.
Control-K	Delete the text between the insertion point and the end of the line or paragraph.
Fn-Up Arrow	Page Up: Scroll up one page.
Fn-Down Arrow	Page Down: Scroll down one page.
Fn-Left Arrow	Home: Scroll to the beginning of a document.
Fn-Right Arrow	End: Scroll to the end of a document.
Command-Up Arrow	Move the insertion point to the beginning of the document.
Command-Down Arrow	Move the insertion point to the end of the document.
Command-Left Arrow	Move the insertion point to the beginning of the current line.
Command-Right Arrow	Move the insertion point to the end of the current line.
Option-Left Arrow	Move the insertion point to the beginning of the previous word.
Option-Right Arrow	Move the insertion point to the end of the next word.
Shift-Command-Up Arrow	Select the text between the insertion point and the beginning of the document.
Shift-Command-Down Arrow	Select the text between the insertion point and the end of the document.
Shift-Command-Left Arrow	Select the text between the insertion point and the beginning of the current line.
Shift-Command-Right Arrow	Select the text between the insertion point and the end of the current line.
Shift-Up Arrow	Extend text selection to the nearest character at the same horizontal location on the line above.
Shift-Down Arrow	Extend text selection to the nearest character at the same horizontal location on the line below.

Shift-Left Arrow	Extend text selection one character to the left.
Shift-Right Arrow	Extend text selection one character to the right.
Option-Shift-Up Arrow	Extend text selection to the beginning of the current paragraph, then to the beginning of the following paragraph if pressed again.
Option-Shift-Down Arrow	Extend text selection to the end of the current paragraph, then to the end of the following paragraph if pressed again.
Option-Shift-Left Arrow	Extend text selection to the beginning of the current word, then to the beginning of the following word if pressed again.
Option-Shift-Right Arrow	Extend text selection to the end of the current word, then to the end of the following word if pressed again.
Control-A	Move to the beginning of the line or paragraph.
Control-E	Move to the end of a line or paragraph.
Control-F	Move one character forwards.
Control-B	Move one character backwards.
Control-L	Centre the cursor or selection in the visible area.
Control-P	Move up one line.
Control-N	Move down one line.
Control-O	Insert a new line after the insertion point.
Control-T	Swap the character behind the insertion point with the character in front of the insertion point.
Command-Left Curly Bracket ({)	Left align.
Command-Right Curly Bracket (})	Right align.
Shift-Command-Vertical bar ()	Centre align.
Option-Command-F	Go to the search field.
Option-Command-T	Show or hide a toolbar in the app.
Option-Command-C	Copy Style: Copy the formatting settings of the selected item to the Clipboard.
Option-Command-V	Paste Style: Apply the copied style to the selected item.
Option-Shift-Command-V	Paste and Match Style: Apply the style of the surrounding content to the item pasted within that content.
Option-Command-I	Show or hide the inspector window.
Shift-Command-P	Page setup: Display a window for selecting document settings.
Shift-Command-S	Display the Save As dialogue or duplicate the current document.
Shift-Command-Minus sign (-)	Decrease the size of the selected item.
Shift-Command-Plus sign (+)	Increase the size of the selected item. Command-Equal sign (=) performs the same function.
Shift-Command-Question mark (?)	Open the Help menu.

Other shortcuts

For more shortcuts, check the shortcut abbreviations shown in the menus of your apps. Every app can have its own shortcuts, and shortcuts that work in one app might not work in another.

[Accessibility shortcuts](#)

[Safari shortcuts](#)

[Spotlight shortcuts](#)

[Start-up shortcuts](#)

Apple Music shortcuts: Choose Help > Keyboard shortcuts from the menu bar in the Music app.

Other shortcuts: Choose Apple menu > System Preferences, click Keyboard, then click [Shortcuts](#).