

Questions for Shortcut Keys for Apple Operating System

Category: Symbols Used For Describing Shortcuts - (13 questions)	
Key for this symbol:	command key
Key for this symbol:	Option Key
Key for this symbol:	Enter key
Key for this symbol:	Control Key
Key for this symbol:	Shift key
Key for this symbol:	Return key
Key for this symbol:	left arrow key
Key for this symbol:	right arrow key
Key for this symbol:	Delete key
Key for this symbol:	forward delete
Key for these symbols:	page up - top symbol page down - bottom symbol
Key for these symbols:	Home - top symbol End - bottom symbol
Key for this symbol:	Esc key
Category: Screen Shots - (4 questions)	
Take a picture of whole screen	Command (Apple) - Shift - 3
Shortcut to take a picture of the selection made with mouse (mouse changes to allow selection after keystroke)	Command (Apple) - Shift - 4
Shortcut to take a picture of the selected window	Command (Apple) - Shift - 4 then Spacebar
Shortcut to take a picture of selection and put into clipboard instead of making a file	Command (Apple) - Shift - 4 Press Control while making selection
Category: Editing - (6 questions)	
Commands to undo last command / redo last undo	undo - Command Z redo - Command Y
Command to cut out selected text	Command X

Shortcut to copy selected text	Command C
Shortcut to paste information in clipboard	Command V
Shortcut to select everything in document	Command A
Shortcuts to align left / right / center	align left: Command { align right: Command } align center: Command
Category: Menu - (10 questions)	
Shortcuts to log out / log out immediately	log out: Shift - Command - Q immediately: Shift - Option - Command - Q
Shortcut to empty the trash	Shift - Command - Delete
Hide the active application	Command - H
Shortcut to hide everything but the active application	Option - Command - H
Shortcut to bring up Shut Down, Sleep, or Restart Options	Control - Eject
Shortcut to quit all applications and Restart	Command - Control - Eject
Shortcut to open up preferences for active application	Command - , (comma)
Shortcut to show / hide Dock	Option - Command - D
Shortcut to move up / down one page	up page: Control - Up Arrow down page: Control - Down Arrow
Shortcut to pull up the Force Quit Window	Option - Command - Esc
Category: Files - (9 questions)	
Shortcut for new finder window while using Finder program (also works with Firefox)	Command - N
Shortcut for new file folder (in Finder)	Shift - Command - N
Shortcut to open an existing file	Command - O
Shortcuts to Save / Save As a file	Command S Shift Command S
Shortcut key to print file	Command P
Shortcuts to close window / close all windows	close window: Command W close all: Command Option W
Shortcuts to grab page info / show attributes inspector	page info: Command I attribute inpection: Option - Command - I

Shortcuts to duplicate a file	Command D
Shortcut to open find dialog	Command F
Category: Windows - (4 questions)	
Shortcut to minimize window / all windows	window: Command M all windows: Option Command M
Shortcut to open Mac help	Command ?
Shortcuts to switch to next application / previous application	next: Command Tab previous: Command Shift Tab
Shortcut to switch between open windows in the current application	Command ` (key to left of 1)
Category: Full Keyboard - (4 questions)	
Mac OSX: Turn full keyboard access on / off	Control F1
Shortcut to highlight the menu bar	Control F2
Shortcut to highlight the Dock	Control F3
Shortcut to highlight the active window or window behind it	Control F4