


30+ Essential Mac Keyboard Shortcuts

1. BASIC MAC SHORTCUTS EVERYONE SHOULD KNOW

These are the classic Mac shortcuts you'll use every single day:

Shortcut	Action
⌘ + C	Copy selected item
⌘ + X	Cut selected item
⌘ + V	Paste
⌘ + Z	Undo
⌘ + Shift + Z	Redo
⌘ + A	Select all
⌘ + S	Save
⌘ + P	Print
⌘ + Q	Quit the active app

 **Pro Tip :** Combine ⌘ + Tab to switch between recently used apps for next-level multitasking.

2. NAVIGATION & APP CONTROL SHORTCUTS

Take full control of macOS navigation and window management:

Shortcut	Action
⌘ + Tab	Switch between open apps
⌘ + ` (backtick)	Cycle through windows of current app
⌘ + Space	Launch Spotlight Search
^ + ↑ (Control + Up Arrow)	Open Mission Control
^ + ↓ (Control + Down Arrow)	Show app windows
⌘ + H	Hide current window
⌘ + Option + H	Hide other apps

3. FINDER SHORTCUTS FOR FILE MANAGEMENT

Navigate Finder like a pro and manage your files faster:

Shortcut	Action
⌘ + N	New Finder window
⌘ + Shift + N	New folder
⌘ + Delete	Move to Trash
⌘ + Shift + Delete	Empty Trash
⌘ + D	Duplicate item
⌘ + T	Open a new tab in Finder
⌘ + I	Get info on selected item

4. SCREENSHOT SHORTCUTS ON MAC

Snag screenshots with these built-in shortcuts:

Shortcut	Action
⌘ + Shift + 3	Capture the entire screen
⌘ + Shift + 4	Capture a selected portion
⌘ + Shift + 5	Open Screenshot tool (with video recording options)

5. TEXT NAVIGATION & EDITING SHORTCUTS

Editing documents or emails? These shortcuts help you fly through text:

Shortcut	Action
Option + → / ←	Jump between words
⌘ + → / ←	Jump to beginning/end of line
⌘ + ↑ / ↓	Jump to top/bottom of document
⌘ + B / I / U	Bold / Italic / Underline text

6. ADVANCED MAC SHORTCUTS FOR POWER USERS

Level up with these shortcuts that give you quick access to power features:

Shortcut	Action
⌘ + Option + Esc	Force quit apps
⌘ + , (comma)	Open app preferences/settings
⌘ + Shift + ?	Open Help menu

Memorize These, Thank Yourself Later

Whether you're navigating windows, editing text, or managing files, these keyboard shortcuts are designed to **save you clicks, time, and effort**. Start with the basics, build them into your muscle memory, and soon you'll be zipping through macOS like a pro.