

Complete List of Mac Keyboard Shortcuts

1. General Mac Shortcuts (Everyday Essentials)

These are some of the most common and useful Mac shortcuts you'll use across various applications. Mastering these is a great starting point.

Mac Shortcut Key	Action
Command (⌘) + C	Copy the selected item.
Command (⌘) + X	Cut the selected item.
Command (⌘) + V	Paste the copied or cut item.
Command (⌘) + Z	Undo the previous action.
Command (⌘) + Shift (⇧) + Z	Redo the action that you undid.
Command (⌘) + A	Select all items (in a document, folder, or window).
Command (⌘) + S	Save the current document.
Command (⌘) + Shift (⇧) + S	Save As (save the current document with a new name or location).
Command (⌘) + P	Print the current document.
Command (⌘) + F	Find text within a document or window.
Command (⌘) + Q	Quit the current application.
Command (⌘) + W	Close the active window.
Command (⌘) + Option (⌥) + W	Close all windows of the active application.
Command (⌘) + M	Minimize the active window to the Dock.
Command (⌘) + Option (⌥) + M	Minimize all windows of the active application to the Dock.
Command (⌘) + H	Hide the current application's windows.

Mac Shortcut Key	Action
Command (⌘) + Option (⌥) + H	Hide all other application windows except for the frontmost app.
Command (⌘) + Tab (⇧)	Switch to the next most recently used app.
Command (⌘) + Shift (⇧) + Tab (⇧)	Switch to the previous app in the app switcher.
Command (⌘) + Space bar	Show or hide the Spotlight search field.
Control (^) + Command (⌘) + Space bar	Show the Character Viewer (emoji & symbols).
Command (⌘) + Comma (,)	Open preferences for the frontmost application.
Fn + Delete	Forward delete (delete character to the right of the cursor).
Control (^) + Power button	Show dialog to restart, sleep, or shut down.
Control (^) + Shift (⇧) + Power button (or Eject key)	Put your displays to sleep.
Command (⌘) + Control (^) + Q	Immediately lock your screen.

These general shortcuts form the backbone of efficient Mac usage. Practice them daily, and you'll see a significant improvement in your workflow.

2. Finder Shortcuts (Managing Your Files Like a Pro)

The Finder is how you navigate files and folders on your Mac. These Mac keyboard shortcuts will make file management much faster.

Mac Shortcut Key	Action
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.

Mac Shortcut Key	Action
Command (⌘) + Shift (⇧) + N	Create a new folder.
Command (⌘) + Shift (⇧) + G	Open the "Go to Folder" window.
**Command (⌘) + [**	Go to the previous folder in Finder history.
**Command (⌘) +] **	Go to the next folder in Finder history.
Command (⌘) + Up Arrow (↑)	Open the folder that contains the current folder.
Command (⌘) + Down Arrow (↓)	Open the selected item (file or folder).
Command (⌘) + Control (^) + Up Arrow (↑)	Open the folder that contains the current folder in a new window.
Command (⌘) + 1	View items in Finder as Icons.
Command (⌘) + 2	View items in Finder as a List.
Command (⌘) + 3	View items in Finder in Columns.
Command (⌘) + 4	View items in Finder in a Gallery.
Space bar (Quick Look)	Preview the selected file.
Option (⌥) + Command (⌘) + V	Move files (Paste and Move).
Command (⌘) + Delete (⌫)	Move the selected item to the Trash.
Command (⌘) + Shift (⇧) + Delete (⌫)	Empty the Trash (with confirmation).
Option (⌥) + Command (⌘) + Shift (⇧) + Delete (⌫)	Empty the Trash without confirmation.
Command (⌘) + Y	Use Quick Look to preview the selected files.
Command (⌘) + Option (⌥) + Y	View a Quick Look slideshow of the selected files.
Tab (→)	Select the next item alphabetically.
Shift (⇧) + Tab (→)	Select the previous item alphabetically.
Return (↵) or Enter	Rename the selected file or folder.

3. Safari Shortcuts (Browse the Web Faster)

For many of us, a lot of our computer time is spent in a web browser. These Safari Mac shortcuts will enhance your Browse experience.

Mac Shortcut Key	Action
Command (⌘) + T	Open a new tab.
Command (⌘) + W	Close the current tab.
Command (⌘) + Shift (⇧) + T	Reopen the last closed tab.
Command (⌘) + L	Select the address bar (URL field).
Command (⌘) + R	Reload the current page.
Command (⌘) + F	Find text on the current page.
Command (⌘) + D	Bookmark Page.
**Command (⌘) + [**	Go back to the previous webpage.
**Command (⌘) +] **	Go forward to the next webpage.
Command (⌘) + Up Arrow (↑)	Go to the top of the page.
Command (⌘) + Down Arrow (↓)	Go to the bottom of the page.
Space bar	Scroll down the page.
Shift (⇧) + Space bar	Scroll up the page.
Command (⌘) + Plus (+)	Zoom in.
Command (⌘) + Minus (-)	Zoom out.
Command (⌘) + 0 (zero)	Actual size (reset zoom).
Command (⌘) + Shift (⇧) + H	Go to your homepage.
Command (⌘) + Option (⌥) + F	Move focus to the search field in the toolbar.
Control (^) + Tab (→)	Go to the next tab.
Control (^) + Shift (⇧) + Tab (→)	Go to the previous tab.
Command (⌘) + 1 through Cmd (⌘) + 9	Select a specific tab (1 = leftmost).

Mac Shortcut Key	Action
Command (⌘) + Shift (⇧) + N	Open a new Private Browse window.
Command (⌘) + Comma (,)	Open Safari preferences.

These Safari shortcuts are great Mac tips for anyone who spends a significant amount of time online.

4. System Shortcuts (Controlling Your Mac)

These shortcuts help you manage your Mac's system functions.

Mac Shortcut Key	Action
Command (⌘) + Option (⌥) + Esc	Force Quit applications.
Command (⌘) + Control (^) + Power button	Force your Mac to restart.
Command (⌘) + Shift (⇧) + Q	Log out of your macOS user account (with confirmation).
Option (⌥) + Command (⌘) + Shift (⇧) + Q	Log out of your macOS user account immediately (no confirmation).
Command (⌘) + Shift (⇧) + 3	Take a screenshot of the entire screen (saves to desktop).
Command (⌘) + Shift (⇧) + 4	Take a screenshot of a selected area (saves to desktop).
Command (⌘) + Shift (⇧) + 4, then Space bar, then click	Take a screenshot of a specific window (saves to desktop).
Command (⌘) + Shift (⇧) + 5	Open Screenshot and screen recording options (macOS Mojave & later).
Option (⌥) + Brightness Up (F2)	Open Displays preferences.
Option (⌥) + Mission Control (F3)	Open Mission Control preferences.

Mac Shortcut Key	Action
Option (⌘) + Volume Up/Down/Mute (F10, F11, F12)	Open Sound preferences.
Control (^) + Right Arrow (→)	Move one space to the right in Mission Control.
Control (^) + Left Arrow (←)	Move one space to the left in Mission Control.
Fn + F11	Show Desktop.

These system-level Mac keyboard commands give you greater control over your operating system and are crucial for troubleshooting and customization.

5. Screenshots & Screen Recording Shortcuts

These shortcuts give you precise control over capturing your screen. macOS Mojave and later offer a dedicated interface with Command (⌘) + Shift (⇧) + 5.

Mac Shortcut Key	Action
Command (⌘) + Shift (⇧) + 3	Capture the entire screen and save as a file on your desktop.
Command (⌘) + Shift (⇧) + 4	Capture a selected portion of the screen and save as a file. Drag crosshair.
Command (⌘) + Shift (⇧) + 4, then Space bar, then click window	Capture a specific window and save as a file.
Command (⌘) + Shift (⇧) + 5	Open the Screenshot app with onscreen controls for all capture options (Mojave & later).
Command (⌘) + Shift (⇧) + 6	Capture the Touch Bar (on Macs with a Touch Bar) and save as a file.
Command (⌘) + Control (^) + Shift (⇧) + 3	Capture the entire screen and copy to clipboard.
Command (⌘) + Control (^) + Shift (⇧) + 4	Capture a selected portion of the screen and copy to clipboard.

Mac Shortcut Key	Action
Command (⌘) + Control (^) + Shift (⇧) + 4, then Space, then click	Capture a specific window and copy to clipboard.
In Screenshot App (⌘ + Shift + 5):	
Enter	Take the picture or start/stop recording when an option is selected.
Esc	Cancel taking the screenshot or close the Screenshot app.
Option (⌥) + Click a capture button	Change where screenshots/recordings are saved (within the Options menu).

6. Spotlight, Siri, and Search Shortcuts

Quickly find files, apps, information, or get assistance from Siri.

Mac Shortcut Key	Action
Command (⌘) + Space bar	Show or hide the Spotlight search field.
In Spotlight search results:	
Return (↵)	Open the selected item.
Command (⌘) + R	Show the selected item in Finder (for files) or in its app.
Command (⌘) + I	Show Get Info for the selected item.
Arrow keys (↑ ↓)	Navigate up or down the results list.
Command (⌘) + Up/Down Arrow (↑ ↓)	Navigate to the top or bottom of the current category in results.
Hold Command (⌘) key	Shows the path of a file result at the bottom of the Spotlight window.
Option (⌥) + Space bar (hold)	(If enabled) Invoke Siri by voice. You might need to set this up in System Settings.

Mac Shortcut Key	Action
Press and hold Command (⌘) + Space bar	(If enabled for Siri) Invoke Siri. Check System Settings > Siri.
Fn + S (if "Press Fn key to" is set to Siri)	Invoke Siri.
Command (⌘) + F	Find.

7. Accessibility Shortcuts

These shortcuts help users with vision, hearing, motor, or other accessibility needs. Many need to be enabled first in System Settings > Accessibility.

Mac Shortcut Key	Action
Command (⌘) + Option (⌥) + F5	Show the Accessibility Shortcuts panel (if enabled in Accessibility settings).
OR Triple-press Touch ID (on newer Macs)	Show the Accessibility Shortcuts panel (if enabled).
Command (⌘) + Option (⌥) + 8	Turn Zoom on or off.
Command (⌘) + Option (⌥) + Plus (+)	Zoom in.
Command (⌘) + Option (⌥) + Minus (-)	Zoom out.
Command (⌘) + Option (⌥) + Control (^) + 8	Invert colors (Classic Invert).
Command (⌘) + F5	Turn VoiceOver on or off.
Command (⌘) + Option (⌥) + F8	Open VoiceOver Utility (when VoiceOver is on).
Command (⌘) + Option (⌥) + F7	Change how VoiceOver speaks (when VoiceOver is on).
Tab (→) (with VoiceOver on)	Move VoiceOver cursor to the next item.

Mac Shortcut Key	Action
Shift (⇧) + Tab (⇥) (with VoiceOver on)	Move VoiceOver cursor to the previous item.
Control (^) + Option (⌥) + Space bar (VoiceOver)	Activate the item in the VoiceOver cursor.
Command (⌘) + Option (⌥) + Control (^) + Comma (,)	Reduce contrast.
Command (⌘) + Option (⌥) + Control (^) + Period (.)	Increase contrast.

8. Startup Shortcuts

These key combinations are pressed immediately after turning on your Mac and before the Apple logo appears (or just as it appears). Hold them until the expected behavior occurs.

Mac Shortcut Key	Action during Startup
Shift (⇧)	Start up in Safe Mode.
Option (⌥) (or Alt)	Start up to Startup Manager, allowing you to choose a startup disk.
Command (⌘) + R	Start up from the built-in macOS Recovery system.
Option (⌥) + Command (⌘) + R	Start up from macOS Recovery over the internet.
Shift (⇧) + Option (⌥) + Command (⌘) + R	Start up from macOS Recovery over the internet.
Command (⌘) + S	Start up in Single-User Mode.
Command (⌘) + V	Start up in Verbose Mode.
T	Start up in Target Disk Mode.

Mac Shortcut Key	Action during Startup
D	Start up to Apple Diagnostics to check for hardware issues.
Option (⌥) + D	Start up to Apple Diagnostics over the internet.
N	Attempt to start up from a NetBoot server.
Option (⌥) + N	Start up using the default boot image on a NetBoot server.
X	Force your Mac to start up from your macOS startup volume if it would otherwise start from a non-macOS volume.
C	Start up from a bootable CD, DVD, or USB thumb drive (if it has a bootable system).
Eject (⏏) or F12 or Mouse/Trackpad button	Eject removable media like an optical disc.

9. Text Editing Shortcut Keys

If you write a lot, these Mac shortcuts will help with text editing.

Mac Shortcut Key	Action
Command (⌘) + Left Arrow (←) / Right Arrow (→)	Start/End of Line.
Option (⌥) + Left Arrow (←) / Right Arrow (→)	Move One Word Left/Right.
Command (⌘) + Up Arrow (↑) / Down Arrow (↓)	Top/Bottom of Document.
Command (⌘) + Delete (⌫)	Delete Line.
Option (⌥) + Delete (⌫)	Delete Word.
Command (⌘) + Shift (⇧) + Z	Redo.

10. App-Specific Shortcuts

Many applications have their own unique sets of shortcuts. While this complete list of Mac shortcut keys aims to be comprehensive for system-wide commands, always check the "Help" menu or documentation for specific apps you use frequently (like Mail, Photos, Pages, Numbers, Keynote, Final Cut Pro, Logic Pro, etc.).

Here are a few examples for common apps:

i. Mail

Mac Shortcut Key	Action
Command (⌘) + N	Create a new message.
Command (⌘) + R	Reply to the selected message.
Command (⌘) + Shift (⇧) + R	Reply to all.
Command (⌘) + Shift (⇧) + F	Forward the selected message.
Command (⌘) + Shift (⇧) + D	Send the current message.
Command (⌘) + Option (⌥) + F	Search all mailboxes.

ii. Calendar

Mac Shortcut Key	Action
Command (⌘) + N	Create a new event.
Command (⌘) + E	Edit the selected event.
Command (⌘) + F	Search for events.
Command (⌘) + T	Go to today.
Command (⌘) + 1, 2, 3, 4	Change View (Day/Week...)

Mac Shortcut Key	Action
Command (⌘) + Delete (⌫)	Delete Event
Command (⌘) + Right Arrow (→)	Go to the next day/week/month/year (depending on view).
Command (⌘) + Left Arrow (←)	Go to the previous day/week/month/year (depending on view).

iii. Notes

Mac Shortcut Key	Action
Command (⌘) + N	New Note
Command (⌘) + B	Bold Text
Command (⌘) + U	Underline
Command (⌘) + T	Show/Hide Formatting

iv. Messages

Mac Shortcut Key	Action
Command (⌘) + N	New Message
Command (⌘) + Return (↵)	Send Message
Command (⌘) + F	Search Messages
Command (⌘) + Shift (⇧) + K	Clear Conversation

Learning shortcuts for your most-used apps will dramatically speed up your specific workflows.