

GENERAL SHORTCUTS



Cycle Through All Open Apps	CMD + TAB
Show Desktop	F3 (Set up in Mission Control)
Open Spotlight Search	CMD + SPACEBAR
Minimize Any App	CMD + W
Quit Any Application	CMD + Q
Open Force Quit Window	OPTION + CMD + ESC
Open New Recents Window	CMD + N
Save Current File	CMD + S
Save As (Current File)	CMD + SHIFT + S
Print Current File	CMD + P
Undo	CMD + Z
Re-do	CMD + Y
Select All	CMD + A
Cut	CMD + X
Copy Selected item to Clipboard	CMD + C
Paste	CMD + V
Empty Trash	CMD + SHIFT + DELETE
Save Screenshot to Desktop	CMD + SHIFT + 3
Show/Hide Dock	OPTION + CMD + D

FINDER



Copy selected item to Clipboard	CMD + C
Navigate to search field	OPTION + CMD + F
Go to Folder	SHIFT + CMD + G
New Finder Tab	CMD + N (OR CMD + T)
Open Finder preferences	CMD + COMMA
Move to Trash	CMD + DELETE



Apple/Mac[®] Outlook/Microsoft 365 Quick Reference

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It's an insurance and support policy for anything you already had training on with TurnerTimesm. Microsoft 365, Google Workspace, Android, or Apple iWork. It Covers support for the person for smartphone, computer, and/or tablet For 12 months

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OUTLOOK SHORTCUTS



Outlook "Speed-Keys"

Close any Outlook item	CMD + M
New message	CMD + N
Delete current message	DELETE
Forward e-mail	CMD + J
Reply to e-mail	CMD + R
Reply to all	SHIFT + CMD + R
Send current message	CMD + RETURN
Move message to folder	SHIFT + CMD + M
Search Current Item	CMD + F
Print	CMD + P
Select All	CMD + A
Mark as Read	CMD + T
Mark as Unread	SHIFT + CMD + T
Minimize/Maximize Ribbon	OPT + CMD + R
Copy Message to Folder	SHIFT + CMD + C
Advance to next field (To, Cc, etc.)	TAB
Back up one field (To, Cc, etc.)	SHIFT + TAB
Open Search in Outlook	SHIFT + CMD + F
Add attachment	CMD + E
Quit Outlook	CMD + Q
Outlook Preferences	CMD + ,










































CALENDAR

Go to Calendar	CMD + 2
Go to Today	CMD + T
Open Go-To Specific Date	SHIFT + CMD + T
New Appointment	CMD + N
<u>Move a calendar appointment:</u>	
1. Left click on appointment.	
2. Drag appointment to new time and/or date	

CONTACTS


Go to Contacts	CMD + 3
New Contact	CMD + N
Save and Close Contact	CMD + ENTER

WORD






Create New Document	CMD + N	
Open Existing Document	CMD + O	
Save Document	CMD + S	
Save As	CMD + SHIFT + A	
Find	CMD + F	
Close only current document	CMD + W	
Go to Top of Document	CMD + HOME	
Go to Bottom of Document	CMD + END	
Center Text	CMD + E	
Left Align	CMD + L	
Right Align	CMD + R	
Justify	CMD + J	
Select Word	Double click word	
Select Line	Triple click line	
Underline Words not Spaces	CMD + SHIFT + W	
Double Underline	CMD + SHIFT + D	
Change Case to ALL CAPS	CMD + SHIFT + A	
All small Caps	CMD + SHIFT + K	
Change Case of Text	CMD + SHIFT + A	
Increase Font Size	CMD + SHIFT + >	
Decrease Font Size	CMD + SHIFT + <	
Increase Font by 1 pt	CMD +]	
Decrease Font by 1 pt	CMD + [
Double Underline	CMD + SHIFT + D	
Apply Bulleted List	CMD + SHIFT + L	
Thesaurus	CTRL + ALT + CMD + R	
Beginning of Line	HOME	
End of Line	END	
Change Font	CMD + D	
Insert Hyperlink	CMD + K	
Indent	CTRL + SHIFT + M	
Copy Formatting	CMD + SHIFT + C	
Paste Formatting	CMD + SHIFT + V	
Super Script	CMD + SHIFT + =	
Sub Script	CMD + =	
Strikethrough	CMD + SHIFT + X	
Apply Normal Style	CMD + SHIFT + N	
Paste Special	CMD + CTRL + V	
Bold	CMD + B	
Italics	CMD + I	
Underline	CMD + U	



MS OFFICE 2016 FOR MAC®

The  Apple icon indicates shortcut will work in more than one program/place.

Important Apple Keys:























- **Command** 
- **Function** 
- **Option** 
- **Shift** 
- **Control** 

Exit or Cancel action

ESC









































POWERPOINT



Create New Presentation	CMD + N	
Open Presentation	CMD + O	
Save Presentation	CMD + S	
Close only current presentation	CMD + W	
Insert New Slide	CTRL + M	
Copy Selected Slide	CMD + D	
Select All	CMD + A	
In Slide Sorter View will select all slides		
In Slide will select all objects		
In Outline Pane will select all text		
In Text Box will select all text		
Increase Font Size	CTRL + SHIFT + >	
Decrease Font Size	CTRL + SHIFT + <	
Re-Do	CMD + Y	
Un-Do	CMD + Z	
Select Multiple Objects	SHIFT + CLICK	
Group	ALT + CMD + G	
Un-Group	SHIFT + ALT + CMD + G	
Spell Check	ALT + CMD + L	
Thesaurus	CTRL + ALT + CMD + R	
Center Text	CMD + E	
Left Align	CMD + L	
Right Align	CMD + R	
Justify	CMD + J	
Play from Start	SHIFT + CMD + ENTER	
Play from Current Slide	CMD + ENTER	

EXCEL



Create New Workbook	CMD + N	
Open Workbook	CMD + O	
Save	CMD + S	
Save As	CMD + SHIFT + S	
Close only current workbook	CMD + W	
Insert Worksheet	SHIFT + F11	
Select All (entire Worksheet)	CMD + A	
Find	CMD + F	
Go To	CTRL + G	
Go to Beginning of Worksheet	CTRL + HOME	
Go to Last Cell in Worksheet	CTRL + END	
Select Row	SHIFT + SPACEBAR	
Select Column	CTRL + SPACEBAR	
Select Visible Cells	CMD + SHIFT + Z	
Delete Row/Column	CTRL + MINUS SIGN	
Go to Beginning of Row	CMD + LEFT ARROW	
Hide Rows	CTRL + 9	
Unhide Rows	CTRL + SHIFT + 9	
Hide Columns	CTRL + ZERO	
Unhide Columns	CTRL + SHIFT + ZERO	
Edit Active Cell	DOUBLE CLICK CELL	
Cancel Cell Entry	ESC	
Insert Comment	CMD + SHIFT + N	
Format Cell(s)	CMD + 1	
Insert Date	CTRL + ;	
Insert Time	CMD + ;	
Auto Sum	CMD + SHIFT + T	
Open Formula Window	SHIFT + F3	
Copy Previous Formula	CTRL + `	
Decrease Font Size	CMD + SHIFT + COMMA	
Increase Font Size	CMD + SHIFT + PERIOD	
Cut	CMD + X	
Copy	CMD + C	
Paste	CMD + V	
Paste Special	SHIFT + CONTROL + V	
Fill Down	CMD + D	
Spell Check (select all first)	F7	
Print Preview	CMD + P	
Print	CMD + P	
Enter Formula or text	ENTER	
Exit or cancel action	ESC	