**Operating System Shortcuts Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Make your own cheat sheet. Take a look at these commands and then make a list of which you would most likely use.

* **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**: Minimize the front window to the Dock. To minimize all windows of the front app, press Option-Command-M.
* **Command-O:** Open the selected item, or open a dialog 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](https://support.apple.com/HT201276) an app.
* **Command–Space bar**: Show or hide the [Spotlight](https://support.apple.com/kb/HT201744) search field. To perform a Spotlight search from a Finder window, press Command–Option–Space bar. (If you [use multiple input sources](https://support.apple.com/guide/mac-help/type-in-another-language-with-input-sources-mchlp1406) to type in different languages, these shortcuts change input sources instead of showing Spotlight. Learn how to [change a conflicting keyboard shortcut](https://support.apple.com/guide/mac-help/change-a-conflicting-keyboard-shortcut-mh35591).)
* **Control–Command–Space bar**: Show the Character Viewer, from which you can choose [emoji and other symbols](https://support.apple.com/kb/HT201586).
* **Control-Command-F**: Use the app in full screen, if supported by the app.
* **Space bar**: Use [Quick Look](https://support.apple.com/guide/mac-help/quick-look-files-and-folders-mh14119) to preview the selected item.
* **Command-Tab**: Switch to the next most recently used app among your open apps.
* **Shift-Command-4**: In [macOS Mojave](https://support.apple.com/kb/HT201475), take a screenshot or make a screen recording. In earlier macOS versions, use Shift-Command-3 or Shift-Command-4 for screenshots. [Learn more about screenshots](https://support.apple.com/kb/HT201361).
* **Shift-Command-N:** Create a new folder in the Finder.
* **Command-Comma (,)**: Open preferences for the front app.