CHEAT SHEET

Mac keyboard shortcuts cheat sheet: 55 every Mac user should know

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THE EVERYDAY ESSENTIALS

Cmd + Space	Spotlight: open apps, find files, do quick maths and conversions
Cmd + Tab	Switch between open apps
Cmd + `	Switch between windows of the same app
Cmd + Q	Quit the app completely
Cmd + W	Close the window or tab, leaving the app open
Cmd + H	Hide the current app
Cmd + Option + H	Hide every app except the current one
Cmd + M	Minimise the window to the Dock
Cmd + ,	Open the app's settings
Cmd + Option + Esc	Force Quit a frozen app
Ctrl + Cmd + Q	Lock the screen
Ctrl + Cmd + Space	Emoji and symbols picker (also Fn + E)

SCREENSHOTS AND SCREEN RECORDING

Cmd + Shift + 3	Screenshot of the whole screen
Cmd + Shift + 4	Drag to capture part of the screen
Cmd + Shift + 4, then Space	Capture one window, with its shadow
Cmd + Shift + 5	Screenshot toolbar with screen recording and a timer
Add Ctrl to any of the above	Copy to the clipboard instead of saving a file

WINDOW TILING (MACOS SEQUOIA AND LATER)

Fn + Ctrl + Left/Right	Tile the window to the left or right half
Fn + Ctrl + Up/Down	Tile to the top or bottom half
Fn + Ctrl + F	Fill the screen without entering full screen
Fn + Ctrl + C	Centre the window
Fn + Ctrl + R	Return the window to its previous size
Ctrl + Cmd + F	Real full screen (also Fn + F)

MISSION CONTROL AND SPACES

Ctrl + Up	Mission Control: every open window and Space
Ctrl + Down	Show all windows of the current app
Ctrl + Left/Right	Move between Spaces (desktops)
Cmd + Option + D	Show or hide the Dock

FINDER

Cmd + N	New Finder window
Cmd + T	New Finder tab
Cmd + Shift + N	New folder
Return	Rename the selected file
Space	Quick Look preview of the selected file
Cmd + I	Get Info
Cmd + D	Duplicate the selected file
Cmd + Delete	Move to Trash
Cmd + Shift + Delete	Empty the Trash
Cmd + C, then Cmd + Option + V	Move a file instead of copying it
Cmd + Shift + .	Show or hide hidden files
Cmd + Shift + G	Go to a folder by typing its path
Cmd + Up	Go to the enclosing folder
Cmd + Down	Open the selected item
Cmd + [/]	Back and forward
Cmd + 1 to 4	Icon, list, column or gallery view
Cmd + Shift + A	Applications folder
Cmd + Option + L	Downloads folder
Cmd + Shift + D	Desktop folder
Cmd + Shift + O	Documents folder
Cmd + Shift + H	Home folder
Cmd + Shift + R	AirDrop

TEXT EDITING

Option + Left/Right	Jump a word
Cmd + Left/Right	Start or end of the line
Cmd + Up/Down	Start or end of the document
Add Shift to any of the above	Select instead of moving
Option + Delete	Delete the previous word
Cmd + Delete	Delete to the start of the line
Fn + Delete	Forward delete (the character to the right)
Cmd + Option + Shift + V	Paste without formatting in most apps
Ctrl + Cmd + D	Look up the word under the pointer in the dictionary
Cmd + Shift + /	Search the app's Help menu, which also finds menu commands