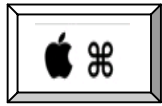


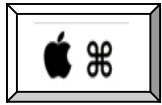
# MAC KEYBOARD SHORTCUTS

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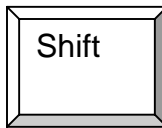


- + Option + Esc Force quit
- + Tab cycles through open applications
- + F4 close document
- + Control + F2 control the menu bar with the keyboard
- + Control + F3 control the dock with the keyboard
- + Left, right arrows Back/forward on web

**NOTE: The following shortcuts apply primarily to Microsoft Office applications for the Mac**



- |     |                  |            |                |
|-----|------------------|------------|----------------|
| + A | select all       | S          | save           |
| + B | bold font        | T          | hanging indent |
| + C | copy             | U          | underline      |
| + D | change font      | V          | paste          |
| + E | center alignment | W          | closes file    |
| + F | find             | X          | cut            |
| + G | find next        | Y          | redo           |
| + H | replace          | Z          | undo           |
| + I | italic font      | 1          | single space   |
| + J | justify          | 2          | double space   |
| + L | left alignment   | 5          | 1.5 space      |
| + M | minimize         | /          | Help menu      |
| + N | new document     | Home       | top            |
| + O | open file        | End        | bottom         |
| + P | print            | F2         | Print Preview  |
| + Q | quit             | Option + L | Spell check    |
| + R | right alignment  | Option + R | Grammar check  |



- + Apple ⌘ + Return page break
- + Tab moves cursor backward
- + Page up highlights cursor position to the beginning of the line
- + Page down highlights cursor position to the end of the line

## Other Keys

- |    |                     |        |               |
|----|---------------------|--------|---------------|
| F1 | undo                | Option | Shortcut menu |
| F7 | spell/grammar check |        |               |

NOTE: Custom keyboard shortcuts can be created by going to:  
Tools → Customize → Keyboard

More Mac OS shortcuts → <http://docs.info.apple.com/article.html?artnum=75459>

**Stanford University  
Environmental Health and Safety**

For more ergonomics information,  
go to <http://ergostanford.stanford.edu>  
or call 723 – 0448