How to Master Keyboard Shortcuts on macOS

Keyboard shortcuts are an essential part of improving productivity and efficiency when using a computer. For macOS users, mastering these shortcuts can significantly enhance your workflow by reducing the need to navigate through menus and options manually. This article will cover some of the most useful keyboard shortcuts available on macOS, helping you to perform tasks more quickly and efficiently.

Examples:

1. **Basic Navigation Shortcuts:**

   - **Command (?) + Space:** Opens Spotlight Search, allowing you to quickly search for files, applications, and more.
   - **Command (?) + Tab:** Switch between open applications.
   - **Command (?) + H:** Hide the currently active application.
   - **Command (?) + Option (?) + Esc:** Open the Force Quit Applications window to close unresponsive apps.

2. **File Management Shortcuts:**

   - **Command (?) + N:** Open a new Finder window.
   - **Command (?) + Shift + N:** Create a new folder in the current Finder window.
   - **Command (?) + Delete:** Move the selected item to the Trash.
   - **Command (?) + Shift + Delete:** Empty the Trash.

3. **Text Editing Shortcuts:**

   - **Command (?) + C:** Copy the selected text or item.
   - **Command (?) + V:** Paste the copied text or item.
   - **Command (?) + X:** Cut the selected text or item.
   - **Command (?) + Z:** Undo the last action.
   - **Command (?) + Shift + Z:** Redo the last undone action.

4. **System Shortcuts:**

   - **Command (?) + Option (?) + D:** Show or hide the Dock.
   - **Command (?) + Control + Q:** Lock your screen immediately.
   - **Command (?) + Shift + 3:** Take a screenshot of the entire screen.
   - **Command (?) + Shift + 4:** Take a screenshot of a selected area of the screen.

5. **Application-Specific Shortcuts:**

- **Safari:**
    - **Command (?) + T:** Open a new tab.
    - **Command (?) + W:** Close the current tab.
    - **Command (?) + Shift + T:** Reopen the last closed tab.
- **Mail:**
    - **Command (?) + N:** Create a new email.
    - **Command (?) + R:** Reply to the selected email.
    - **Command (?) + Shift + R:** Reply to all recipients of the selected email.

By incorporating these keyboard shortcuts into your daily routine, you can navigate and manage your macOS environment more efficiently, saving time and effort.