How to Use Command+Key Shortcuts on macOS

The Command key, often represented as ?, is a fundamental part of using macOS efficiently. It is integral to many keyboard shortcuts that can significantly enhance productivity. These shortcuts can streamline tasks such as copying and pasting text, opening new windows, and managing applications. This article will explore the various Command+Key combinations and how they can be used to improve your workflow on macOS.

Examples:

1. **Basic Text Editing Shortcuts:**

   - **Copy (?C):** Copy the selected text or item to the clipboard.
   - **Paste (?V):** Paste the contents of the clipboard into the current document or application.
   - **Cut (?X):** Remove the selected text or item and copy it to the clipboard.
   - **Undo (?Z):** Undo the last action. Press ?Z again to redo the action.

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   # Example: Copying and Pasting Text in TextEdit
   1. Open TextEdit.
   2. Type some text.
   3. Select the text and press ?C to copy.
   4. Move the cursor to a new location and press ?V to paste.
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2. **Window and Application Management:**

   - **New Window (?N):** Open a new window in the current application.
   - **Close Window (?W):** Close the current window.
   - **Switch Applications (?Tab):** Cycle through open applications.
   - **Quit Application (?Q):** Quit the current application.

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   # Example: Switching Between Applications
   1. Open multiple applications (e.g., Safari, Mail, Finder).
   2. Hold down the ? key and press Tab to cycle through the open applications.
   3. Release the ? key to switch to the selected application.
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3. **Finder Shortcuts:**

   - **New Finder Window (?N):** Open a new Finder window.
   - **Show Desktop (?F3):** Hide all open windows and show the desktop.
   - **Open Folder (?O):** Open the selected folder.
   - **Find (?F):** Open a search window in Finder.

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# Example: Searching for Files in Finder
1. Open Finder.
2. Press ?F to open the search window.
3. Type the name of the file or folder you are looking for.
4. Press Enter to execute the search.
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4. **System Shortcuts:**

   - **Screenshot (?Shift+4):** Capture a selected portion of the screen.
   - **Force Quit (?Option+Esc):** Open the Force Quit Applications window.
   - **Spotlight Search (?Space):** Open the Spotlight search bar.

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# Example: Taking a Screenshot
1. Press ?Shift+4.
2. Drag to select the area of the screen you want to capture.
3. Release the mouse button to take the screenshot.
4. The screenshot will be saved to your desktop.
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