

Keyboard Shortcuts: Mac

CMMDO + OPT + ESC Force quit

CMMDO + TAB Cycles through open applications

CMMDO + F4 Close

CMMDO + CTRL + F2 Controls the Menu bar with the keyboard

CMMDO + CTRL + F3 Controls the dock with the keyboard

LEFT ARROW Moves back on the web

RIGHT ARROW Moves forward on the web

CMMDO + A Selects all

CMMDO + B Bold font

CMMDO + C Copy

CMMDO + D Changes font

CMMDO + E Center alignment

CMMDO + F Find

CMMDO + G Find next

CMMDO + H Replace

CMMDO + I Italic font

CMMDO + J Justify

CMMDO + L Left alignment

CMMDO + M Minimize

CMMDO + N New document

CMMDO + O Open file

CMMDO + P Print

CMMDO + Q Quit

CMMDO + R Right alignment

CMMDO + S Save

CMMDO + U Underline

CMMDO + V Paste

CMMDO + W Closes file

CMMDO + X Cut

CMMDO + Z Undo

CMMDO + 1 Single space

CMMDO + 2 Double space

CMMDO + 5 1.5 space

CMMDO + / Help menu

CMMDO + HOME top

CMMDO + END Bottom

CMMDO + F2 Print preview

CMMDO + OPT + L Spell check

CMMDO + OPT + R Grammar check

SHIFT + CMMDO + RETURN Page break

SHIFT + TAB Moves cursor backward

SHIFT + PAGE UP Highlights cursor position to the beginning of the line

SHIFT + PAGE DOWN Highlights cursor position to the end of the line

F1 Undo

F7 Spell/grammar check

OPT Shortcut menu

CUSTOM KEYBOARD SHORTCUTS

Can be created by going to Tools→Customize→Keyboard

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