

USE KEYBOARD SHORTCUTS. SAVE TIME.

INTRODUCTION:

Shortcut commands are key combinations or sequences that perform specific tasks quickly and efficiently on Apple MacBook. They are designed to streamline common actions and operations, allowing users to accomplish tasks with minimal effort and time.

SAVE TIME :: INCREASE EFFICIENCY :: REDUCE STRAIN :: ENHANCE PRODUCTIVITY

TEXT EDITING SHORTCUTS

are essential for manipulating text quickly and efficiently.



Cut

Removes the selected text or item and copies it to the clipboard.

⌘ + X



Copy

Copies the selected text or item to the clipboard.

⌘ + C



Paste

Pastes the contents of the clipboard at the current cursor position.

⌘ + V



Undo

Undo your last action, allowing you to revert changes made to your document or file.

⌘ + Z

NAVIGATION SHORTCUTS

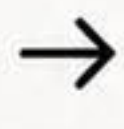
are useful for moving quickly within documents, webpages, and applications.



Home

Moves the cursor to the beginning of a line or document.

⌘ + ←



End

Moves the cursor to the end of a line or document.

⌘ + →



Page Up

Scrolls the contents of the current window up one page.

fn + ↑



Page Down

Scrolls the contents of the current window down one page.

fn + ↓



Create New Folder

Creates a new folder in the current directory or location.

⇧ + ⌘ + N

FILE & BROWSER SHORTCUTS

help you navigate the web and manage files more efficiently.

F2

Rename File/Folder (F2)

Allows you to rename the selected file or folder.



Browser Shortcuts

These shortcuts help you navigate the web more efficiently and manage your browsing experience.

+

Open New Tab

Opens a new tab in your web browser, allowing you to browse multiple websites simultaneously.

⌘ + T

X

Close Tab

Closes the current tab in your web browser.

⌘ + W



Refresh Page

Reloads the current webpage, updating its content and clearing cached data.

⌘ + R

I'd love to hear how you have implemented these shortcuts. Please feel free to write me at: milanfromderby@outlook.com

*Best,
Milan Gurung*



Remember:

⌘ (Command) is your best friend on Mac!

