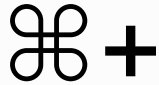


Basics



A = select all

Q = quit App

C = copy

D = bookmark

V = paste

O = open a file


X = cut

R = reload page

Z = undo

S = save

H = hide

 **S** = save as

N = new

W = close tab

P = print

T = open tab

F = find



+/- = zoom

G = find next

0 = reset zoom


M = minimise



, = app settings

 +  + **M** + **H** = minimise all apps





MacBook Shortcuts

 + **Space** = Spotlight search

 +  + **D** = show/hide Dock

 +  + **Space** = emoji/symbols

 +  + **Q** = lock screen

 + **Tab** = Switch between apps

 +  + **T** = re-open closed tab

 +  = view mission control

 + **Return** = new page

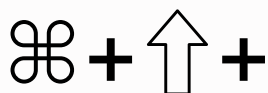
Screenshots + +

3 take full screen picture

4 select area for screenshot

5 capture or record screen

Finder



C = Computer

H = Home

I = iCloud

A = Applications

F = Recents

G = Go to folder

Essentials



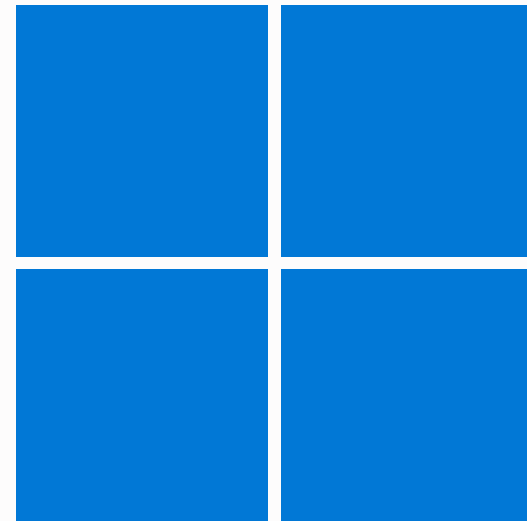
- | | |
|-----------------------|------------------|
| A = select all | Z = undo |
| C = copy | Y = redo |
| X = cut | S = save |
| V = paste | O = open |
| F = find | W = close |



- A** = open Action Center
- D** = show Desktop
- E** = open File Explorer
- I** = open Settings
- L** = lock screen
- M** = minimise all apps
- S** = open Search
- V** = open Clipboard Bin
- X** = quick link menu

= desktop screenshot

+ + = area screenshot



Windows 11 Shortcuts

Desktop

= open start menu

+ + = open task manager

+ + = view open apps

+ = cycle through open windows

+ = close active window

+ = Switch between apps

= Full screen mode

+ + = lock or sign out
change password
task manager