



PERFORMANCE BASED
ERGONOMICS
setting the stage for healthy job performance



Key Command – Cheat Sheet

Mac Keyboard Shortcuts

Desktop / Common Tasks

Launch Bar
Space Bar + 

Dock
Ctrl + F3

Open Application
Enter

Spotlight
 + Space Bar

Open Document
 + O

New Document
 + N

Close Document
 + W

Exit or Quit Program
 + Q

Clear Desktop
[fn] + F11 to Clear
[fn] + F11 to Restore

View Applications
F9 Tab through applications

Minimize Current Application
F10

Center Text
 + E

Minimize Document
 + M

Toggle Programs
 + Tab

Save Document
 + S

Shut All
Shift  + Q

Select All Text
 + A

Select Character(s)
Shift + Arrow(R/L)

Select Word
Shift + Option(alt) + Arrow

Select Lines of Text
Shift + Home/End
Shift + ↑ or ↓ Arrow

E-mail Functions

	Apple Mail	Gmail Please note, you have to enable keyboard shortcut functions on your gmail settings
New Message	 + N	C
Reply	 + R	R
Send	[Shift] +  + D	 + Enter
Retrieve	NA	I

- Work Tip -

*Remember to use TWO hands when performing key commands!!!!
Be careful to maintain comfortable and level wrists when using the cursor keys!*

Key Command – Cheat Sheet

Undo ⌘ + Z	Redo ⌘ + Y	Save ⌘ + S	Spell Check F2
Print Preview ⌘ + F2	Print ⌘ + P	Go To ⌘ + G	Find ⌘ + F
Go to Beginning of Document ⌘ + Home	Go to End of Document ⌘ + End	Cursor to Begin/End of Line Home / End	Move Cursor by Word/Line ⌘ + Arrows
Move to Next Field in Dialogue Box Tab	Move to Previous Field Shift + Tab	Get Out of Dialogue Box ⌘ + . (period)	Move Between Pages (Web) ⌘ + [⌘ +]

Excel Functions

Add Date ⌘ + - (hyphen)	Select Column Ctrl + Spacebar	Select Row Shift + Spacebar	Find ⌘ + F
Hide / Show Menu ⌘ + 7	Format Cell ⌘ + 1	Go To Ctrl + G	Replace ⌘ + H
Scroll among open excel files + M ⌘	Delete (opens dialog box) ⌘ + K	Go from Sheet to Sheet ⌘ + Page Up/Down	Insert Cursor in Excel Cell F2

Editing

Cut ⌘ + X	Copy ⌘ + C	Paste ⌘ + V	Bold ⌘ + B
Underline ⌘ + U	Italics ⌘ + I	Change Case Shift + F3	Change Font ⌘ + D
Increase Font Size ⌘ +]	Decrease Font Size ⌘ + [	Left Align ⌘ + L	Right Align ⌘ + R
Center ⌘ + E	Spell Check F7	Thesaurus Shift + F7	Help F1

- Work Tip -

Are you paying attention to your sitting posture?
Remember to keep your head balanced over your spine.
Stretch frequently!