

Keyboard shortcuts are a common aspect of most modern operating systems and associated software applications. Their use is pervasive enough that some users consider them an essential element of their routine interactions with a computer. Whether used as a matter of personal preference or for Adaptive technology, the pervasiveness of common conventions enables the comparison of keyboard shortcuts across different systems. The following sections detail some of these comparisons in widely used operating systems.

General shortcuts

Action	Windows XP / Vista / 7	Mac OS
Activate current application's Menu bar	Alt	With <i>full keyboard access</i> active: Ctrl + F2 (or Fn + Ctrl + F2 on some keyboards)
File menu	Alt + F	Ctrl + F2 , then F
Edit menu	Alt + E	Ctrl + F2 , then E
View menu	Alt + V	Ctrl + F2 , then V
Undo the last operation	Ctrl + Z	Cmd + Z
Redo the last operation	Ctrl + Y	Shift + Cmd + Z
Cut the selected area and store it in the clipboard	Ctrl + X or Shift + Del	Cmd + X
Copy the selected area into the clipboard	Ctrl + C , or Ctrl + Ins	Cmd + C
Paste contents of clipboard at cursor	Ctrl + V , or Shift + Ins	Cmd + V
Paste special	Ctrl + Alt + V	
Select everything in		

Table of keyboard shortcuts

focused control or window	Ctrl + A	Cmd + A
Toggle among installed keyboard languages	Shift + Alt	Configure desired key press in <i>Keyboard and Mouse Preferences, Keyboard Shortcuts, Select the next source in Input menu.</i>

Navigation































Action	Windows XP / Vista / 7	Mac OS
Run new application	Win + R , enter executable name	Cmd + Space , enter application name
Open new browser window with same page as current	Alt + (D then Enter)	Ctrl + N (Explorer / Internet Explorer)
Applications menu	Win or Ctrl + Esc	At any time with <i>full keyboard access</i> active: Ctrl + F3 or Fn + Ctrl + F3 While in the <i>Finder</i> : Shift + Cmd + A
Lock desktop	Win + L	Move mouse pointer to configured <i>hot corner</i> or <i>active screen corner</i>
Show desktop	Win + D or Win + M (then use Win + Shift + M to bring back all windows)	F11 or move mouse pointer to configured <i>hot corner</i> or <i>active screen corner</i>
Switch active user	Win + L	
Task manager	Ctrl + Shift + Esc , Ctrl + Alt + Delete	Cmd + Opt + Esc
Rename object	F2	Enter
Open file or program	Enter	Cmd + O
	Cmd + Q	Cmd + H

Switch to next/previous focused window	Alt + Tab Shift + Alt + Tab	Cmd + Tab /
Switch focus to the next/previous window (without dialog)	Alt + Esc / Shift + Alt + Esc (current app) or Ctrl + F4 (all apps)	(or Fn + Ctrl + F4 on some keyboards)
Open the Run dialog box	Win + R	
Open the Search dialog box	Win + F	Cmd + Space (quick mode) or Cmd + Opt + Space (advanced mode)





























Text editing

Many of these commands may be combined with **Shift** to select a region of text.

Action	Windows XP / Vista / 7	Mac OS
Delete char to the right of cursor	Del	Del or Fn + ← Backspace
Delete word to the right of cursor	Ctrl + Del	Opt + Del or Opt + Fn + ← Backspace
Delete word to the left of cursor	Ctrl + ← Backspace	Opt + ← Backspace
Go to start of line	Home	Cmd + ← or Ctrl + A
Go to end of line	End	Cmd + → or Ctrl + E
Go to start of document	Ctrl + Home	Cmd + ↑
Go to end of document	Ctrl + End	Cmd + ↓
Go to previous word	Ctrl + ←	Opt + ←
Go to next word	Ctrl + →	Opt + →

Go to previous line		
Go to next line		
Go to previous line break (paragraph)	 + 	 + 
Go to next line break	 + 	 + 
Go to search	 + 	 +   + 
Go to next search result		 + 
Go to previous search result	 + 	 +  + 
Search and replace	 + 	 + 

Text formatting

Action	Windows XP / Vista / 7	Mac OS
Make selected text bold/regular	 + 	 + 
Toggle underlining of selected text	 + 	 + 
Make selected text italic/regular	 + 	 + 
Change to upper/lower case	 +  (Office products only?)	 +  + 
Make selected text superscript	 +  + 	 +  +  (Pages only?)
Make selected text subscript	 + 	 +  +  (Pages only?)

Browsers / Go menu

Action	Windows XP / Vista / 7	Mac OS
Go to Browser	Alt + D or Alt + C (according language)	Cmd + L
Go to the previous location in history	Alt + ← or ← Backspace	Cmd + [or Cmd + ←
Go to the next location in history	Alt + → or Shift + ← Backspace (web browser only)	Cmd +] or Cmd + →
Go up one level in the navigation hierarchy	Alt + ↑ (Vista / 7 only) or ← Backspace (Windows Explorer)	Cmd + ↑
Go to the starting page defined by the user or application	Alt + Home	Cmd + Home

Web browsers

Action	Windows XP / Vista / 7	Mac OS
Bookmarks menu	Ctrl + B	Cmd + B (Firefox)
URL Shortcuts (Adds www. + .com) i.e. google	Control + Enter	Cmd + Enter (Firefox)
URL Shortcuts (Adds www. + .org) i.e. inciweb	Ctrl + Shift + Enter	Shift + Cmd + Enter (Firefox)
URL Shortcuts (Adds www. + .net) i.e. fsisd	Shift + Enter	Shift + Enter (Firefox)
Add bookmark for current page	Ctrl + D	Cmd + D
		Cmd + Opt + B

Manage bookmarks	Ctrl + B	(chrome/Safari) or Cmd + Shift + B (Firefox)
Web search	Ctrl + E	Cmd + E (Opera) or Cmd + K (Firefox) or Opt + Cmd + F (Safari)
Focus and select address bar	Ctrl + L or F6	Cmd + L
Refresh a webpage	F5 or Ctrl + R or Ctrl + F5 (Refresh webpage disregarding browser cache)	Cmd + R
Open a new window	Ctrl + N	
Zoom Options (zoom in +, zoom out -, zoom 100%)	Ctrl + + Zoom In Ctrl + - Zoom Out Ctrl + 0 Zoom 100%	Cmd + + Zoom In Cmd + - Zoom Out Cmd + 0 Zoom 100%

Tab Management

Action	Windows XP / Vista / 7	Mac OS
Create a new tab	Ctrl + T	Cmd + T
Close current tab	Ctrl + W	Cmd + W
Go to next/previous tab	Ctrl + Tab Next Tab Ctrl + Shift + Tab Previous Tab	Cmd + { Next Tab Cmd + } Previous Tab, or Cmd + Shift + ← Next Tab Cmd + Shift + → Previous Tab (Safari)
Open a previously closed tab	Ctrl + Shift + T	Cmd + Shift + T (Firefox/Opera/Chrome)

Window Management

Table of keyboard shortcuts

Action	Windows XP / Vista / 7	Mac OS
Pop up window menu	Alt + Space	
Close the focused window	Alt + F4 or Ctrl + F4 or Ctrl + W or Alt + Space then C	Cmd + W
Restore the focused window to its previous size	Alt + Space then R	
Move the focused window	Alt + Space then M then Arrow Keys	
Resize the focused window	Alt + Space then S then Arrow Keys	
Hide the focused window		Cmd + H
Minimize the focused window	Alt + Space then N or Win + ↓ (Windows 7 and Vista Home Premium)	Cmd + M
Maximize the focused window	Alt + Space then X or Win + ↑ (Windows 7 only)	
Maximize vertically	Win + Shift + ↑ (Windows 7 only)	
Minimize all	Win + M or Win + D	Cmd + Alt + M
Minimize all non focused windows	Win + Home	
Undo minimize all	Shift + Win + M	
Switch full screen /normal size	F11	

Show all open windows		F9 or Move mouse pointer to configured <i>hot corner</i> or <i>active screen corner</i>
Show all windows of current application		F10 or Move mouse pointer to configured <i>hot corner</i> or <i>active screen corner</i>
Show all workspaces		F8 or Move mouse pointer to configured <i>hot corner</i> or <i>active screen corner</i>
Move window to left/right/up/down workspace	Win + ← / → (Windows 7 only)	
Go to workspace <i>n</i>		Ctrl + n
Go to left/right/up/down workspace		Ctrl + ← / Ctrl + → / Ctrl + ↑ / Ctrl + ↓ (OS X 10.5 or later)
Show / hide desktop	Win + D	F11 or Move mouse pointer to configured <i>hot corner</i> or <i>active screen corner</i>

User interface navigation (widgets and controls)

Action	Windows XP / Vista / 7	Mac OS
Moves keyboard focus to next/previous control	Tab / Shift + Tab	Tab / Shift + Tab
Pop up tool tip for currently focused control	Shift + F1	
Show context-sensitive help for currently focused window or control	Shift + F1	Cmd + ?

Table of keyboard shortcuts

<p>Give focus to next/previous pane</p>	<p>Ctrl + F6 / Alt + F6</p>	<p>Cmd + `</p>
<p>Give focus to window's menu bar</p>	<p>F10 or Alt</p>	<p>Ctrl + F2 (or Fn + Ctrl + F2 on some keyboards)</p>
<p>Pop up contextual_menu for currently selected objects (aka context menu)</p>	<p>Shift + F10 or Menu</p>	<p>Varies with laptop / extended keyboard type: enable Mouse keys in Universal Access, then Function + Ctrl + 5 or Ctrl + 5 (numeric keypad) or Function + Ctrl + i (laptop)</p>
<p>Toggle selected state of focused checkbox, radio button, or toggle button</p>	<p>Space</p>	<p>Space</p>
<p>Activate focused button, menu item etc.</p>	<p>Enter</p>	<p>Space (also Enter for menu items)</p>
<p>Switch focus to the next/previous tab within a window</p>	<p>Ctrl + Tab</p>	<p>Ctrl + Tab / Cmd + `</p>