

Topic	ID	PC Description	PC Shortcut	MAC Description	MAC Shortcut
Folder Navigation	1	Open a New Window	CTRL + N	Open a New Window	CMD + N
	2	Close Active Window	CTRL + W	Close Active Window	CMD + W
	3	Quit Active Application	ALT + F4	Quit Active Application	CMD + Q
	4	Create New Folder	CTRL + SHIFT + N	Create New Folder	SHIFT + CMD + N
	5	Open Selected File or Folder	ENTER	Open Selected File or Folder	CMD + ↓
	6	Navigate Back by One Folder	ALT + ←	Navigate Back by One Folder	CMD + ↑
File Selection	7	Select/Deselect Adjacent Files or Folders	SHIFT + ARROWS	Select/Deselect Adjacent Files or Folders	SHIFT + ARROWS
	8	Select All Files & Folders in Active Explorer Window	CTRL + A	Select All Files & Folders in Active Finder Window	CMD + A
	9	Select First File or Folder in Active Explorer Window	HOME	Select First File or Folder in Active Finder Window	OPT + ↑
	10	Select Last File or Folder in Active Explorer Window	END	Select Last File or Folder in Active Finder Window	OPT + ↓
File Manipulation	11	Copy Selected File(s) and/or Folder(s)	CTRL + C	Copy Selected File(s) and/or Folder(s)	CMD + C
	12	Paste Copied or Cut File(s) and/or Folder(s)	CTRL + V	Paste Copied File(s) and/or Folder(s)	CMD + V
	13	Cut Selected File(s) and/or Folder(s)	CTRL + X	Move Copied File(s) or Folder(s)	OPT + CMD + V
	14	Delete Selected File(s) and/or Folder(s)	DEL	Delete Selected File(s) and/or Folder(s)	CMD + DELETE
	15	Rename Selected File or Folder <ul style="list-style-type: none"> • Press ENTER to save changes to file or folder name. • Press ESC to discard changes to file or folder name. 	F2	Rename Selected File or Folder <ul style="list-style-type: none"> • Press RETURN to save changes to file or folder name. • Press ESC to discard changes to file or folder name. 	RETURN
	16	Undo Last Action	CTRL + Z	Undo Last Action	CMD + Z
	17	Redo Last Action	CTRL + Y	Redo Last Action	SHIFT + CMD + Z
Computer Navigation	18	Switch Between Open Applications	ALT + TAB	Switch Between Open Applications	CMD + TAB
	19	Switch Between Open Windows	ALT + TAB	Switch Between Windows of Active Application	CMD + ` (grave)
	20	Search for a file or folder in Active Explorer Window	F3	Spotlight Search	CMD + SPACE
	21	Display Desktop / Hide Desktop	WIN + D	Display Desktop / Hide Desktop <ul style="list-style-type: none"> • To set up, go to "System Preferences" → Mission Control → assign "Show Desktop" to "F11". 	F11
	22	Maximize Active Window	WIN + ↑	Zoom (Maximize) Active Window*	CTRL + OPT + CMD + ↑
	23	Restore Down the Maximized Active Window, or Minimize the Non-Maximized Active Window	WIN + ↓	Minimize Active Window* <ul style="list-style-type: none"> • Built-in shortcut is CMD + M. 	CTRL + OPT + CMD + ↓
	24	Move Active Window to Left Side of Screen	WIN + ←	Move Active Window to Left Side of Screen*	CTRL + OPT + CMD + ←
	25	Move Active Window to Right Side of Screen	WIN + →	Move Active Window to Right Side of Screen*	CTRL + OPT + CMD + →

* Requires keyboard customization for MAC. To set up, follow these steps:

- 1 Open "System Preferences".
- 2 Click on "Keyboard" option.
- 3 Click on "Shortcuts" tab at top of window.
- 4 Click on "App Shortcuts" on left pane.
- 5 Click on "All Applications" on right pane.
- 6 Click on "+" (Plus) button below right pane.
- 7 Click in the "Menu Title" text box and type the name of the desired command EXACTLY as it appears in the top menu bar. (e.g. "Move Window to Left Side of Screen")
- 8 Click in the "Keyboard Shortcut" text box and press the desired shortcut keys. (e.g. Pressing CTRL + OPT + SHIFT + CMD + ↑ will result in: ^⌘⇧⌘↑)
- 9 Click on "Add" button.
- 10 Repeat steps 6-9 for each new keyboard shortcut you want to add.
- 11 Quit "System Preferences" when finished.