

APPLE SHORTCUTS

(Helpful commands as you work with your MacBook Air)

Return	Enter
Command-P	Print
Command-S	Save the current document
Command-T	Open a new tab
Command-X	Cut text
Command-C	Copy the selected item
Command-V	Paste the selected item
Command +	Zoom in
Command-A	Select all text
Command-Z	Undo
Command-W	Closes the active window (Internet tab)
Shift-Command-N	Create a new folder in Finder
Shift-Command-4:	Take a screenshot of a selected screen
Delete	Backspace
Command-F	Find
Command-N	New window/document
Command-O	Open file
Command-Q	Quit