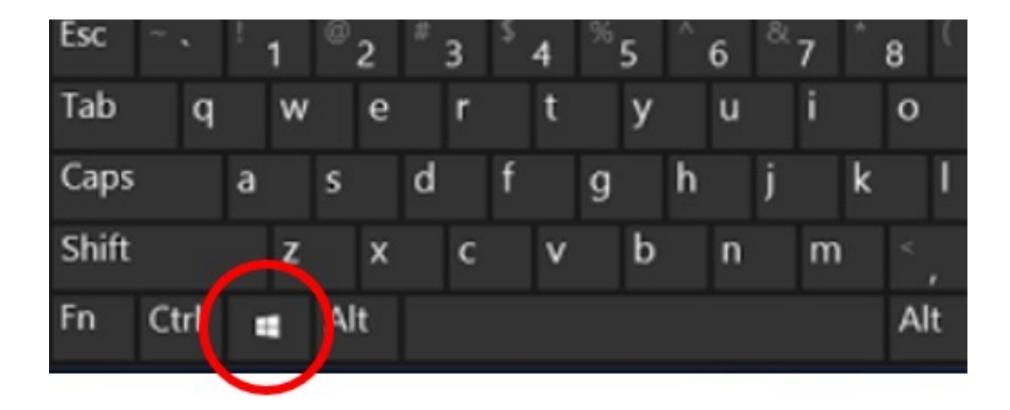# Keyboard and mouse tips and tricks

Mendlesham Computer Club

By Giles Godart-Brown

The Windows key

The Windows key 1 of 4

Windows	Mac	Action
⊞		Open or close Start Menu.
⊞ A		Open Action centre.
⊞ C	⌘ command space	Open Cortana in listening mode,(hold the keys down for Siri on Mac)
⊞ D		Display and hide desktop.
⊞ E		Open File Explorer.
⊞ G		Open Game bar when game is open
⊞ H		Open the Share charm.
⊞ I		Open Settings.
⊞ K		Open the Connect quick action.

The Windows key 2 of 4

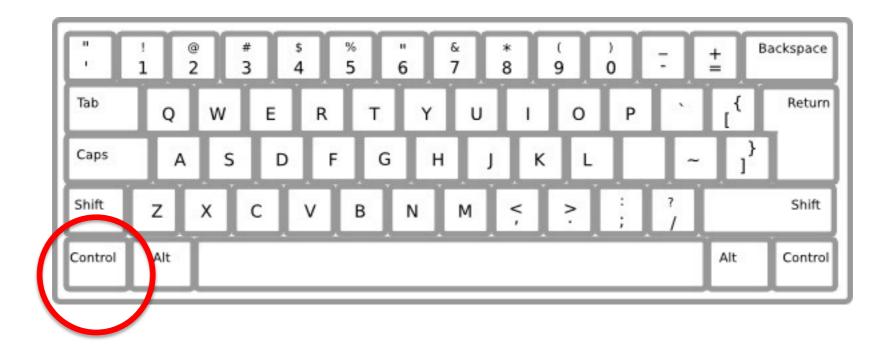| Windows	Mac	Action
⊞ L	⇧ ⌘command q	Lock your PC or switch accounts.
⊞ M		Minimize all windows.
⊞ R		Open Run dialog box.
⊞ S	⌘command space	Open Search.
⊞ U		Open Ease of Access Center.
⊞ X		Open Quick Link menu.
⊞ number		Open the app pinned to the taskbar in the position indicated by the number.

The Windows key 3 of 4

Windows	Mac	Action
⊞ ←		Snap app windows left.
⊞ →		Snap app windows right.
⊞ ↑		Maximize app windows.
⊞ ↓	⌘ command m	Minimize app windows.
⊞ ,		Temporarily peek at the desktop.
⊞ Ctrl D		Add a virtual desktop.
⊞ Ctrl ← →		Switch between virtual desktops.
⊞ Ctrl F4		Close current virtual desktop.
⊞ Enter		Open Narrator.

The Windows key 4 of 4

Windows	Mac	Action
Home		Minimize all but the active desktop window (restores all windows on second stroke).
PrtScn	⌘ command ⇧ 4	Capture a screenshot and save in Screenshots folder (desktop on Mac).
Shift ⬆		Stretch the desktop window to the top and bottom of the screen.
Tab		Open Task view.
+		Zoom in using the magnifier.
-		Zoom out using the magnifier.

The Control Key

The Control Key – Ctrl

Windows	Mac	Action
Ctrl c	⌘ command c	Copy selected items to clipboard.
Ctrl x	⌘ command x	Cut selected items.
Ctrl v	⌘ command v	Paste content from clipboard.
Ctrl a	⌘ command a	Select all content.
Ctrl z	⌘ command z	Undo an action.
Ctrl y	⌘ command y	Redo an action.
Ctrl p	⌘ command p	Print
Ctrl Esc	⌘ command ⌫	Delete the selected item and move it to the Recycle Bin.
Ctrl Shift		Open the Start Menu.
		Switch the keyboard layout.

The Control Key – Ctrl

Windows	Mac	Action
Ctrl Shift Esc		Open Task Manager.
	⌘ command w	Close the active window.
Ctrl Alt Tab	⌘ command →	View open apps

The Alt Key

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The Alt Key

Windows	Mac	Action
Alt Shift Esc		Open Task Manager.
Alt Tab	⌘ command +	Switch between open apps.
Alt ←		Go back.
Alt →		Go forward.
Alt PageUp		Move up one screen.
Alt PageDown		Move down one screen.

Mac Special Keys

By Giles Godart-Brown

The Mac Command key

The Mac Command key

Mac	Action
⌘ command d	Duplicate selected items
⌘ command e	Eject selected volume
⌘ command f	Find
⌘ command h	Hide windows
⌘ command i	Display info on the selected item
⌘ command j	Show view options for the selected item
⌘ command k	Show the connect to server dialogue
⌘ command l	Create an alias for the selected item
⌘ command n	New window

The Mac Command key

Mac	Action
⌘ command o	Open selected items
⌘ command p	Print
⌘ command r	Show the original of selected alias
⌘ command t	Add selected item to sidebar
⌘ command w	Display info on the selected item

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Questions

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The Windows icon

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