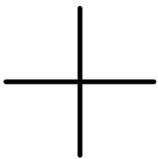


Work Like a Mac Power User

28 Essential MacBook Keyboard Shortcuts
That Instantly Boost Productivity



CyberScape
Insights

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General Productivity Commands

1. **Command (⌘) + Space**
Open **Spotlight Search** to quickly find apps, files, emails, and system settings.
2. **Command (⌘) + Tab**
Switch between open applications. Hold ⌘ and press Tab repeatedly to cycle.
3. **Command (⌘) + Q**
Quit the currently active application (fully closes it, unlike closing a window).
4. **Command (⌘) + W**
Close the current window or tab without quitting the application.
5. **Command (⌘) + Shift + 4**
Take a screenshot of a selected area. Press **Space** after to capture a window.

6. **Command (⌘) + Shift + 5**
Open the Screenshot & Screen Recording toolbar (screenshots, video capture, options).
7. **Command (⌘) + Option (⌥) + Esc**
Force-quit unresponsive applications.
8. **Command (⌘) + C / Command (⌘) + V**
Copy and paste—standard, but essential across all macOS apps.
9. **Command (⌘) + Z**
Undo the last action (supports multiple undo steps in most apps).
10. **Command (⌘) + Shift + Z**
Redo the last undone action.
11. **Command (⌘) + Option (⌥) + M**
Minimize all windows of the active application at once.
12. **Control (^) + Command (⌘) + Q**
Immediately lock your Mac's screen (useful when stepping away).

Finder — File & System Navigation (Power User)

1. **Command (⌘) + Shift + G**
Jump directly to a folder by path (e.g., /Applications, /Library, ~/Downloads).
2. **Command (⌘) + Option (⌥) + V**
Move files instead of copying them (Paste and Move Item).
3. **Command (⌘) + Option (⌥) + Y**
Quick Look slideshow of selected files (excellent for images or PDFs).
4. **Command (⌘) + ↑**
Go up one folder level instantly.
5. **Command (⌘) + ↓**
Open the selected file or folder.
6. **Command (⌘) + I**
Open **Get Info** (file size, permissions, ownership, preview).

7. **Spacebar**
Quick Look preview—works with images, PDFs, videos, and many documents.
8. **Command (⌘) + Shift + .**
Toggle hidden files on/off (critical for troubleshooting).

Productivity & System-Level Power Shortcuts

1. **Command (⌘) + Control (^) + Space**
Open Emoji & Symbols viewer (fast access to symbols, bullets, icons).
2. **Command (⌘) + Shift + A**
Jump straight to the Applications folder (from Finder).
3. **Control (^) + ↑**
Mission Control — view all open windows and desktops.
4. **Control (^) + ← / →**
Switch between virtual desktops (Spaces).
5. **Command (⌘) + Option (⌥) + D**
Show or hide the Dock instantly.
6. **Command (⌘) + Option (⌥) + Esc**
Force Quit window (when apps freeze).
7. **Command (⌘) + Shift + N**
Create a new folder instantly.
8. **Command (⌘) + Option (⌥) + Drag**
Duplicate files quickly via drag-and-drop.