

Macintosh Keyboard Shortcuts

Microsoft Word

ã ñ õ — Option **n** letter

á é í ó ú — Option **e** letter

à è ì ò ù — Option **~** letter

â ê î ô û — Option **i** letter

ä ë ï ö ü ÿ — Option **u** letter

â — Option **a**

ç — Option **c**

¿ — Shift Option **?**

¡ — Option **!**

— [em-dash] — Shift Option Hyphen

- [en-dash] — Option Hyphen

... [ellipsis] — Option **;**

' [apostrophe] — Shift Option **]**

Class of '18

Ø [zero] — Shift Option **O**

± [plus or minus] — Shift Option **+**

° [degree] — Shift Option **8** — 32°

¢ — Option **4**

© [copyright] — Option **G**

™ [trade mark] — Option **2**

® [registered] — Option **R**

Superscript [footnotes] —

Command Shift = numeral

$a^2 + b^2 = c^2 \dots$ ²³Starr

Subscript — Command = numeral

— H₂SO₄

Quick Look at files in Trash or
anywhere — highlight file and click
Spacebar

Center Text Vertically — on Format,
click Document; click Layout; click
Center; click OK

Put blue, nonprintable paragraph
mark onscreen — Command **8**

Macros — Alt **f8**

Delete to Right — Shift **f12**

Page Break — Command Shift Return

Change Case from lower to Caps/Lower
to all CAPS — Command Option **C**

Copy Sentence Format — Command
Shift **C**

Paste Sentence Format — Command
Shift **V**

New Folder — Command Shift **N**

Spell Check — **f7**

Copy — **f3**

Excel Spreadsheet

Freeze Row and Column — select
one cell, one row below and
one column to right of those
needed. Click on Window and
on Freeze Panes

Enlarge cell, type data —
Command Option Return
down arrow

Make Cell Permanent for reference,
put \$ before column letter and before
row number — \$A\$24