

Helpful shortcuts to improve your Computer experience (always make sure your files are saved to your Google Drive and not the MacBook.)

MacBook Shortcuts

KEY	FUNCTION
Command+C	Copies the selected items
Command+D	Duplicates the selected item or items
Command+E	Ejects the selected volume
Command+I	Shows info for the selected item or items
Command+L	Creates an alias for the selected item
Command+M	Minimizes the active window
Command+N	Opens a new Finder window
Command+O	Opens (or launches) the selected item
Command+R	Shows the original for the selected alias
Command+T	Opens a new Finder tab
Command+V	Pastes items from the Clipboard
Command+W	Closes the active window
Command+X	Cuts the selected items
Command+Z	Undoes the last action (if possible)
Command+Shift+Q	Logs you out
Command+Shift+N	Creates a new untitled folder in the active window
Command+Option+N	Creates a new smart folder
Command+Space	Displays the Spotlight search box
Control+Up Arrow	Displays the Mission Control screen