

macOS® Keyboard Shortcuts

TEACHU**COMP**, INC.[®]

...it's all about you

KEY: = Command = Control = Media Eject = Mission Control = Option = Power = Shift

Common

Character Viewer (Emoji, Symbols)	SPACE
Close active window	W
Close all windows in app	W
Copy selected item	C
Create new folder in Finder	N
Cut selection	X
Find	F
Find next	G
Find previous	G
Force quit app	ESC
Hide all but active app	H
Hide windows of active app	H
Minimize active window to Dock	M
Minimize all windows of active app	M
Open new tab	T
Open preferences for active app	, (Comma)
Open selected item	O
Paste Clipboard contents	V
Print current document	P
Redo previous undo command	Z
Save current document	S
Screenshot: Capture and Record	S
Screenshot: Full Screen	3
Screenshot: Select Area	4
Select all items	A
Show/Hide Spotlight search field	SPACE
Spotlight Search from Finder	SPACE
Switch between open apps	TAB
Undo previous command	Z
Use app in full screen, if supported	F
Use Quick Look on selected item	SPACE

Documents

Align Center	[Vertical Bar]
Align Left	[Left Bracket]
Align Right	[Right Bracket]
Boldface selected text, or turn on/off	B
Center cursor or selection in visible area	L
Copy Style: Copy formatting settings	C

Delete character to left of insertion point	H
Delete character to right of insertion point	D
Delete insertion pt. to end of line/paragraph	K
Delete word to left of insertion point	DEL
Extend selection one character left	←
Extend selection one character right	→
Extend selection to end of paragraph	↓
Extend selection to end of word	→
Extend selection to start of paragraph	↑
Extend selection to start of word	←
Help menu	?
Insert new line after insertion point	O
Insert web link	K
Italicize selected text, or turn on/off	I
Move down one line	N
Move insertion point to end of document	↓
Move insertion point to end of line	→
Move insertion point to end of next word	→
Move insertion point to start of document	↑
Move insertion point to start of line	←
Move insertion pt. to start of previous word	←
Move one character backward	B
Move one character forward	F
Move to start of line or paragraph	A
Move to end of line or paragraph	E
Move up one line	P
Page Down: Scroll down one page	F5 ↓
Page setup window	P
Page Up: Scroll up one page	F5 ↑
Paste & Match surrounding style	V
Paste Style: Apply copied style	V
Save As dialog or Duplicate document	S
Scroll to start of document	F5 ←
Scroll to end of document	F5 →
Select Desktop folder in dialog box	D
Select Search field in dialog box	F
Select text: insertion pt. to end of doc	↓
Select text: insertion pt. to end of line	→
Select text: insertion pt. to start of doc	↑
Select text: insertion pt. to start of line	←

Show/Hide definition of selected word	D
Show/Hide Fonts window	T
Show/Hide Inspector window	I
Show/Hide toolbar in an app	T
Size: Decrease size of selected item	-
Size: Increase size of selected item	+
Spellcheck	; (Semicolon)
Spelling and Grammar window	(Colon)
Swap characters on each side of insertion pt.	T
Underline selected text, or turn on/off	U

Finder and System

Add selected Finder item to Dock	T
Add selected item to sidebar	T
Adjust display brightness in steps	or
Adjust keyboard brightness in steps	or
Adjust sound volume in steps	or
Close selected folder (list view only)	←
Copy dragged item	(Hold and drag)
Create new folder	N
Create new folder with selection	N
Duplicate selected files	D
Eject selected disk or volume	E
Empty Trash	DEL
Empty Trash without confirmation	DEL
Go to next folder	J
Go to previous folder	I
Make alias of dragged item	(Hold and drag)
Make alias of selected item	A
Move Clipboard files to current location	V
Move item to different volume	(Hold and drag)
Open AirDrop window	R
Open Computer window	C
Open Connect to Server window	K

TeachU**COMP**, Inc.
 Online Software Training & Consulting Experts

www.teachucomp.com

info@teachucomp.com

877.925.8080

Guide To Using A Mac

Jerry Lawson



Guide To Using A Mac:

A Practical Guide to Using Computers in Language Teaching John de Szendeffy, 2005 Teachers faced with integrating computers into a second language curriculum will appreciate this helpful straightforward resource Unlike the existing scholarly and theoretical texts on computer assisted language learning CALL this book gives context and meaning to the computer environment with immediate classroom needs in mind The text introduces teachers to CALL offering tips for getting started and providing an overview of current CALL pedagogy Midwest [CompTIA Security+ Certification Study Guide](#) Ido Dubrawsky, 2009-08-17 CompTIA Security Certification Study Guide Exam SYO 201 Third Edition offers a practical guide for those interested in pursuing CompTIA Security certification The book is organized into six parts Part 1 deals with general security issues including security threats hardware and peripheral security risks the fundamentals of operating system OS hardening implementing system security applications and concepts of virtualization Part 2 discusses the fundamentals of network security Part 3 focuses on network access and network authentication Part 4 explains the importance of risk assessments and risk mitigation and how to conduct them Part 5 reviews general cryptographic concepts and addresses the complex issues involved in planning a certificate based public key infrastructure PKI Part 6 on organizational security discusses redundancy planning environmental controls implementing disaster recovery and incident response procedures and the policies procedures and documentation upon which organizational computer security is based Each chapter begins with Exam Objectives and concludes with Self Test questions along with their corresponding answers Complete exam prep package includes full coverage of new Security objectives flash cards cram sheets MP3s for exam day study PPT presentations two complete practice exams and certification e book library Authored by a leading Microsoft security expert A good reference for both beginning security professionals and seasoned IT professionals [CCNP Security Secure 642-637 Official Cert Guide](#) Sean Wilkins, Franklin H. Smith, 2011 CCNP Security Secure 642 637 Official Cert Guide is a comprehensive self study tool for preparing for the Secure exam This book teaches you how to secure Cisco IOS Software router and switch based networks and provide security services based on Cisco IOS Software Complete coverage of all exam topics as posted on the exam topic blueprint ensures you will arrive at a thorough understanding of what you need to master to succeed on the exam The book follows a logical organization of the Secure exam objectives Material is presented in a concise manner focusing on increasing your retention and recall of exam topics Research description page [Special Edition Using MAC OS X](#) Brad Miser, 2003 From using the basic features of Mac OS X and its applications working with multimedia the Internet and peripherals to administering mixed networks this book provides readers with the information they need to become savvy on Mac OS X version 10 2 Topic selection focuses on the practical rather than the theoretical The information in the book is designed to be applicable in regular daily use of the Mac to accomplish specific tasks with the theme of learn by doing This updated edition of Special Edition Using Mac OS X reflects the major update version 10 2

represents Updated coverage includes new and revised interfaces additional email security features better Mac to Windows networking Bluetooth enabled mobile computing new and revised applications iPhoto iDVD iChat iCal iSync QuickTime 6 in support of the new MPEG 4 format Inkwell for handwriting recognition plus so much more

Mac User's Guide to Living Wirelessly Brad Miser, 2005 The major force driving people to embrace wireless computing is Wi-Fi. Once dismissed as a fad, Wi-Fi is rapidly becoming ubiquitous in the US and around the world. In 2004, more than half of all laptops sold in the US shipped with Wi-Fi installed. By 2007, most analysts predict that nearly every laptop sold in the US will include Wi-Fi. Nearly 20 million Wi-Fi access points will be sold this year, up 20% from last year. As these numbers grow, prices will continue to fall, making Wi-Fi more attractive to more and more people. By the end of this year, there will be more than 40,000 hotspots, public Wi-Fi access points available across the US in hotels, fast food restaurants, cafés, airports, even parks. By 2007, that number will surpass 100,000. From McDonald's to Kinko's to Holiday Inn, Wi-Fi is becoming a killer amenity. Once Wi-Fi networks are in place, they can be used for much more than just Internet access. For example, the AirPort Express allows users to stream iTunes throughout their homes wirelessly. Wi-Fi is being used to network printers, cameras, and ultimately home entertainment devices.

SSCP Systems Security Certified Practitioner Study Guide and DVD Training System Syngress, 2003-03-25 The SSCP Study Guide and DVD Training System is a unique and comprehensive combination of text, DVD quality instructor-led training, and Web-based exam simulation and remediation. These components will give the student 100% coverage of all ISC 2 official exam objectives and realistic exam simulation. The SSCP Study Guide and DVD Training System consists of 1 SSCP Study Guide. The 1,000,000 readers who have read previous Syngress Study Guides will find many familiar features in the Study Guide, along with many new enhancements, including Exercises. There will be frequent use of step-by-step exercises with many screen captures and line drawings. Exercises will be presented in sidebar-like style and will run 1 to 2 pages. Anatomy of a Question: Question types will be diagrammed and analyzed to give readers access to the theory behind the questions themselves. Teacher's Pet: These will be written from the instructor's perspective and will provide insight into the teaching methodologies applied to certain objectives that will give readers the 2,000 worth of training in a 60-book feel. These will be presented in sidebar-like style and will run about 1 page. Objectives Fast Track: End of chapter element containing each A-head from the chapter and succinct bullet points reviewing most important information from each section, same as current Solutions Fast Track FAQs. End of Chapter Frequently Asked Questions on objective content. These are not exam preparation questions, same as our current FAQ Test What You Learned. End of chapter exam preparation questions, which are in the format of the real exam. 2 SSCP DVD: The DVD will contain 1 hour of instructor-led training covering the most difficult to comprehend topics on the exam. The instructor's presentation will also include on-screen configurations and networking schematics. SSCP from solutions.syngress.com: The accompanying Web site will provide students with realistic exam simulations software. The exam will emulate the content and the look and feel of the real exam.

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Information Security Management Handbook, Sixth Edition Harold F. Tipton, Micki Krause, 2007-05-14 Considered the gold standard reference on information security the Information Security Management Handbook provides an authoritative compilation of the fundamental knowledge skills techniques and tools required of today's IT security professional Now in its sixth edition this 3200 page 4 volume stand alone reference is organized under the CISSP Common Body of Knowledge domains and has been updated yearly Each annual update the latest is Volume 6 reflects the changes to the CBK in response to new laws and evolving technology

MacBook Air User Guide Alec Young, 2019-12-21 In July 2019 Apple updated the MacBook Air that was originally redesigned in October 2018 Even though there were no major updates to the MacBook Air the enhancement led to a new butterfly keyboard which utilizes the same updated materials like the 2019 MacBook Pro some small SSD changes an improved display with True Tone and a lower price tag The MacBook Air has a T2 chip as well as fingerprint sensor for the Touch ID that can be used instead of entering password This T2 chip is built for enhanced security on the MacBook Air by ensuring a secure boot process through Secure Enclave and fast data encryption with an SSD controller The macOS Catalina which was launched in October 2019 is the latest operating system for the Apple Mac family The new software brought with it several new exciting features that may seem overwhelming even to existing users Some of these features include the Screen Time division of iTunes into 3 separate apps using the iPad as a second screen otherwise known as Sidecar and lots more This user guide contains detailed steps on how to explore all the new features on your computer along with screenshots to make it easy for you to familiarize yourself with the workings of the macOS Catalina Whether you are just buying a new Mac device or downloading the new software to your existing device this book would help you to achieve better and faster productivity Some of the things you would learn in this book include How to Install macOS Catalina How to Backup and Restore your Devices on macOS Catalina How to Organize the Mac Desktop How to Use Find My How to Sign Documents on your Devices How to Setup Sidecar on your Devices How to Use Apple Music in the Music App How to Make Use of the Notes App How to Use Reminders on Mac How to Use the Podcasts App How to Sync on macOS Catalina How to Use Apple TV App How to Use Screen Time on Mac How to Use Voice Controls on Mac How to Use Safari And Lots More

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offloaded to IBM Z based cloud environments you must ensure that these workloads and environments are secure In the ever evolving landscape of IT innovation and adaptability are paramount Cloud computing virtualization big data analytics artificial intelligence and cybersecurity are a few of the many trends shaping the way businesses operate and interact with their customers The need for insightful practical and up to date resources is critical This IBM Redbooks publication describes the necessary steps to secure your environment for all components that are involved in an IBM Z cloud infrastructure that uses IBM z VM and Linux on IBM Z The audience for this book is IT architects security consultants and those clients that plan to use IBM Z for their cloud environments

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Guide to Switching to the Mac Gary Rosenzweig,2009-09-25 Switching to the Mac Awesome You ve got company lots of it And with this book you ve got help too all the help you ll ever need MacMost com founder Gary Rosenzweig quickly gets you comfy with your new Mac demonstrates the Mac way to perform every common Windows task and shows how to do more with Macs than you ever could in Windows way more It s all here everything from choosing the right Mac to creating your own videos and DVDs Rosenzweig covers the latest Macs and the new Mac OS X 10 6 Snow Leopard operating system Best of all he focuses on what today s computer users need to know including loads of coverage of using your Mac on the Web Every Mac switcher needs a friendly Mac expert to show them the ropes With this book you ve got yours Discover what s different about your Mac s hardware and software and what s similar too Navigate the Finder and learn how Mac files are organized Make the most of the Mac s built in applications Move your stuff from your PC to your new Mac Use Safari Mac s great built in Web browser Set up Mac email instant messaging and audio and video chatting Share back up and archive your files Choose and use Mac business and productivity applications Organize your music and buy new songs with iTunes Import manage edit and share your photos Create awesome videos with iMovie QuickTime and iDVD Run Windows on your Mac if you must Keep your Mac up to date and running smoothly

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