



Occupational  
Health Clinics  
for Ontario  
Workers Inc.

Centres de  
santé des  
travailleurs (ses)  
de l'Ontario Inc.

# Keyboard Shortcut Keys

## Prevention Through Intervention



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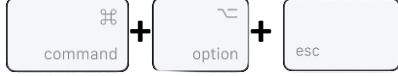


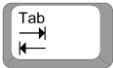
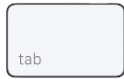




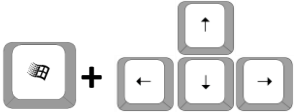



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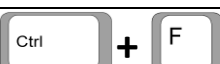

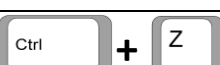









# Keyboard Shortcut Keys

Many times, when working with computers, it is common for users to rely heavily on the mouse, resulting in an increased risk of injury. To reduce the amount of mouse work and the risk of injury, the following is a list of keyboard shortcuts (“hotkeys”) for many commonly performed tasks. This is not a full list but is meant to be a quick reference guide for the most commonly used and useful shortcuts. Many more shortcuts exist that may be found through the software’s help feature.

General		
Windows	Description	Mac
	Brings up the start menu and the arrow keys can be used to select a program	N/A
	Minimizes all open programs to show the desktop	
	Launches Windows Explorer/Finder	
	Allows to switch between open programs	
	Launches Task Manager	
	Closes the current program	
	Moves forwards through options in forms, dialog boxes, etc.	
	Moves backwards through options in forms, dialog boxes, etc.	
	Locks computer	
	Split Screen	



# Program Specific

Windows	Description	Mac
	Select all	
	Saves open file with current name	
	Performs "Save As..." feature	
	Opens the print dialog box	
	Displays the open dialog box	
	Displays a new blank document	
	Copies selected item	
	Cuts selected item	
	Pastes/inserts copied or cut item	
	Opens the find box	
	Undoes the last action	
	Redoes the last action	
	Activates bolding	
	Activates underlining	
	Activates italicizing	



	Increases font size	
	Decreases font size	
	Zooms in/out	
	Moves cursor one word at a time	
	Moves cursor one paragraph at a time	
	Moves cursor to the end of the document	
	Moves cursor to the start of the document	
	Runs Spell Check	
	Launches the thesaurus	



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