

Mac vs. PC functions & commands
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PowerPoint Basics Workshop
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<u>Function</u>	<u>Mac</u>	<u>PC</u>
Viewing different windows open on your screen at once	1) Hit F9 to see all screens open; click your mouse on the screen you want to make active. 2) Hold down the Apple key and press repeatedly on the tab key to toggle through open programs, let go on the program you want to make active.	Hold down the Alt key and press repeatedly on the tab key to toggle through open windows, let go on the window you want to make active.
Undo your last step*	Hold down Apple key + Z	Hold down Ctrl key + Z
Move forward one step	Hold down Apple key + Y	Hold down Ctrl key + Y
Go immediately to your desktop	Click F11	Click Desktop icon on the lower left side of screen
Downloading a picture from the web	1) Drag full-size picture to the desktop & let go 2) Hold down the Ctrl key + hold down mouse while your cursor is over a picture. Look for “save image as” window to pop up; choose location where to download the picture.	While your cursor is over a picture you want to download, right-click on your mouse & hold. Look for the message, “save image as” and click on it. Choose location where you want to download the picture onto your computer.
Copy	Hold down Apple Key + C	Hold down ctrl key + C
Cut	Hold down Apple Key + X	Hold down ctrl key + X
Paste	Hold down Apple Key + V	Hold down ctrl key + V
Finding & opening programs	Click on the Finder icon (blue smiley face) on the bottom toolbar, then choose Applications from the finder window for choices. Double-click on a window to open.	Go to the start menu on the lower left side of your screen. Click “Programs” to see options, programs will be listed by manufacturer, click on program you wish to open.
Shortcuts to opening programs	Look for program icons on the “dock” bar on the bottom of the screen. Mouse over each icon, and as they expand, the names of each program will be displayed. Click once on the icon you wish to open.	Look for shortcuts (program icons) created either on your bottom toolbar or on the desktop. Double-click on each icon to open the program.
Closing a window	1) Click on red button on upper left side of window 2) Click Apple + W keys	1) Click on X icon on the upper right side of window 2) Click Alt + F4 key
Minimizing a window	Click on yellow (-) button on upper left side of window	Click on – icon on the upper right side of window
Expanding a window	Click on green (+) button on upper left side of window	Click on + icon on the upper right side of window

*Saving your document will often make the undo function impossible. You can only usually undo what you have NOT saved. Check the “edit” menu to see whether or not the Undo option is greyed out (black type means the function is able to happen, grey means that it can't).