Mac Shortcuts & Hints

- To right click with the mouse: press 'control' & click the mouse

- To open a specific program: hold 'apple' (command) & 'spacebar' then type in the application you are looking for

- To search through programs: open Finder and click on applications

- To open the M: drive: double click on the HOMES drive on the desktop

- To quit a program: press 'apple' & 'Q'

- To rename a file: click on the name of the file and type in the new name

- To delete a document: drag it using the mouse to the trashcan

- To view all open windows: click the side button on the mouse

- To eject CDs or DVDs: press the eject button in the top right corner of the keyboard or right click on the disc icon on the desktop