

Tech Tip 004

Apple

My Macbook air keyboard does not have a BACKSPACE KEY, but the DELETE KEY acts like a Backspace key.

Keyboard shortcuts using the Delete Key:

FN+DELETE - will delete the character to the right of the cursor. Like the delete key on a Windows key board.

DELETE - will move the cursor one space to the left (backspace) and delete the character.

OPTION+DELETE - will delete the whole word to the left.

COMMAND+DELETE – will delete the entire line to the left of the cursor

COMMAND+Z – UN-DO (like CTRL+Z on Windows)

The OPTION key is very useful and has many uses.

One example:

When an app crashes, you can normally right-click on its icon in the Dock and select "Force Quit" to shut it down.

But sometimes an app hangs, becomes completely unresponsive, and the Force Quit option doesn't appear. Sometimes you just want to force quit an app to end a process that hasn't crashed. To make it happen, right-click the icon in the Dock and hold down the Option key. "Quit" will change to "Force Quit" and you can now shut it down.