

# iPad/iPhone Bluetooth Keyboard Commands

**Command + T:** Open new tab

**Command + Shift + N:** Open new Incognito tab

**Command + Shift + T:** Reopen last-closed tab

**Command + L:** Access address field

**Command + W:** Close tab

**Command + D:** Bookmark current page

**Command + F:** Opens find

**Command + R:** Reload tab

**Command + Y:** Open history

**Command + Shift + . [period]:** Activate voice search

## Firefox

**Command + Left:** Back

**Command + Right:** Forward

**Command + Shift + P:** Open new Private tab

**Control + Tab:** Show next tab

**Control + Shift + Tab:** Show previous tab

**Command + R:** Reload tab

**Command + F:** Opens find

**Command + T:** Open new tab

**Command + L:** Access address field

**Command + W:** Close tab

## Microsoft Outlook

**Command + N:** Compose new message

**Command + Shift + N:** Create new event

*While reading a message:*

**Command + Up:** Open previous message

**Command + Down:** Open next message

**Command + R:** Compose reply

**Command + Shift + R:** Reply All

**Command + J:** Forward message

**Command + 1:** Access mail tab

**Command + 2:** Access calendar tab

**Command + 3:** Access files tab

**Command + 4:** Access people tab

**Command + 5:** Access settings tab

*While composing a message:*

**Escape:** Close

**Command + Return:** Send message

## Mail

**Command + N:** New email

**Command + R:** Reply

**Command + Shift + R:** Reply all

**Command + Shift + F:** Forward

**Command + Shift + N:** Get all new mail

**Command + Shift + J:** Mark email as junk

**Command + Shift + L:** Flag email

**Command + Shift + U:** Mark email as unread

**Command + Option + F:** Search mailbox

**Command + Up arrow:** View previous email

**Command + Down arrow:** View next email

*While Composing an Email:*

**Command + Shift + D:** Send email

**Command + Option + B:** Add Bcc recipients

**Command + M:** Minimize draft

**MORE:** iOS 9 Gives Your iPad Laptop-Like Powers

## Notes

**Command + F:** Find Note

**Command + B:** Bold

**Command + I:** Italics

**Command + U:** Underline

**Command + Option + T:** Set in title (H1) format

**Command + Option + H:** Set in heading (H2) format

**Command + Option + L:** Add checklist box

**Command + N:** New note

## iMovie

**Ctrl + Left arrow:** Go to beginning

**Ctrl + Right arrow:** Go to end

**Shift + Left arrow:** Go back 10 frames

**Shift + Left arrow:** Go forward 10 frames

**Command + B:** Split selected clip

**Command + Shift + Plus:** Zoom in

**Command + Minus:** Zoom out

**Option + [:** Trim clip start

**Option + ]:** Trim clip end

**Command + Option + B:** Detach audio

**Command + Shift + M:** Mute audio in selected clip

**Ctrl + S:** show audio waveforms

## Calendar

**Command + 1:** Go to day view

**Command + 2:** Go to week view

**Command + 3:** Go to month view

**Command + 4:** Go to year view

**Command + T:** Show today

**Command + R:** Refresh calendars

**Command + F:** Search

**Command + N:** New event

## Contacts

**Command + N:** New contact entry

**Command + F:** Search

Apple Maps

**Command + 1:** Standard view

**Command + 2:** Transit view

**Command + 3:** Satellite view

**Command + F:** Find

## **Microsoft Word, Excel and Powerpoint:**

**Command + B:** Bold

**Command + I:** Italics

**Command + U:** Underline

## **Word:**

**Command + S:** Save

**Command + F:** Find in document

## **Microsoft Powerpoint**

**Command + Shift + N:** New slide

## **Pages**

*While editing a document:*

**Command + B:** Bold

**Command + I:** Italics

**Command + U:** Underline

**Command + Option + C:** Copy style

**Command + Shift + K:** Add comment

**Command + Shift + W:** Show word count

**Command + F:** Find in document

**Command + R:** Show/Hide ruler

**Command + N:** New document

*When an object or section of text is selected:*

**Command + D:** Duplicate

**Command + L:** Lock position

**Command + Option + Shift + F:** Send to front layer

**Command + Option + Shift + B:** Send to back layer

## **Sheets**

**Command + Shift + K:** Add comment

**Command + F:** Find in spreadsheet

**Command + Shift + [:** Go to previous sheet

**Command + Shift + ]:** Go to next sheet

**Command + Shift + N:** Insert Sheet

**Command + N:** New spreadsheet

*When an object or section of text is selected:*

**Command + Option + C:** Copy style

**Command + D:** Duplicate

**Command + L:** Lock position

## **Keynote**

**Command + Option + P:** Play slideshow

**Command + Option + A:** Show transitions and builds

**Command + Option + N:** Show presenter notes

**Command + N:** New presentation

**Command + F:** Find

**Command + Shift + K:** Add comment

*When an object or section of text is selected:*

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**Command + Option + Shift + F:** Send to front layer

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*While editing text:*

**Command + B:** Bold

**Command + I:** Italics

**Command + U:** Underline

**Command + Option + C:** Copy style

## **Reminders**

**Command + Control + I:** Show reminder details

**Command + N:** New reminder

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