

# macOS Computing Group - April 2025.

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# AGENDA

Microsoft Teams (Skype replacement)


More MacOS keyboard shortcuts

# Microsoft Teams

- Microsoft is retiring Skype on May 5 (!)
- Microsoft is recommending you switch to Teams
  - You can log in with your Skype credentials
  - Teams will then "sync" with Skype and pull in all your existing contacts and conversations
  - There might be an issue if you have unused credit on Skype...

(demo of teams)

# (more) MacOS keyboard shortcuts

- Last meeting we looked at having multiple “workspaces” using the  key or Ctrl+↑
- We saw how we can move between workspaces easily by Ctrl+ ← or Ctrl+ → (as well as Ctrl+↑)

NB: This key  is known as the Command or Cmd key

This key  is known as the Option key or Alt key

# MacOS keyboard shortcuts – Typing

- **Copy:** ⌘ + C
- **Paste:** ⌘ + V
- **Select all text:** ⌘ + A
- **Undo:** ⌘ + Z
- **Redo:** Shift + ⌘ + Z
- **Open the Character Viewer for emojis and symbols:** Ctrl + ⌘ + Spacebar

# MacOS keyboard shortcuts – General

- **Open the Screenshot app:** Shift + ⌘ + 5 (or 4)
- **Activate Spotlight Search:** ⌘ + Spacebar
- **Preview a file with Quick Look:** Spacebar
- **Zoom in:** ⌘ + Plus (+)
- **Zoom out:** ⌘ + Minus (-)
- **Find specific text:** ⌘ + F
- **Open the Downloads folder:** ⇧ + ⌘ + L

# MacOS keyboard shortcuts – Safari

- **Open a new tab:** ⌘ + T
- **Close a tab or window:** ⌘ + W
- **Reopen the last closed tab:** Shift + ⌘ + T
- **Switch between tabs:** Ctrl + Tab

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