

## MAC LESSON #58

### USE YOUR KEYBOARD TO UNDO MISTAKES

Most Mac users I know live by their mice, and don't dream of using keyboard shortcuts for anything they do. That's a big mistake. There are several keyboard shortcuts available to you and this one really makes life easy when you've dragged something to the Trashcan by mistake, or moved a file to the wrong location.

So if you make a mistake or want to correct something you have just done, just press and hold the Command key and tap the letter Z to undo the last action you took.

This keyboard shortcut works in most programs as well as the Mac OS X operating system. While some programs, like Word, allow you to do several layers of undo with that keystroke sequence, if you are just working in OS X, you can only undo the last thing you did.

