## Legend

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Globe/Function (Mac only) | | | Fn | Function (every Keyboard) | | |
| 󰘴 | Control/Ctrl | 󰘵 | Option/Opt | 󰘳 | Command/Cmd | ◀︎◁/▶▷/▲△/▼▽ | Arrow Keys |
| 󰘶 | Shift | 󰘲 | Caps Lock | 󱁐 | Space | 󰌑 | Return |
|  | Tab | 󰌥 | Back Tab | 󰁮 | Backspace |  |  |
| 󰐥 | Power/Shutdown |  | Eject | … | Custom Shortcut | 󰘴 󰘵 󰘶 󰘳 | Order of Modifiers |

## Finder

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Funktion** | **Shortcut** | **Shortcut** | **Funktion** | **Shortcut** | **Shortcut** |
| Parent folder | 󰘳 ▲ | Cmd+Up | Parent folder in new window | 󰘴 󰘳 ▲ | Ctrl+Cmd+Up |
| Descend dir/open file | 󰘳 ▼ | Cmd+Down | Move | 󰘳 C, 󰘵 󰘳 V | Cmd+C, Opt+Cmd+V |
| Delete to trash | 󰘳 󰁮 | Cmd+Backspace | Empty trash | 󰘶 󰘳 󰁮 | Shift+Cmd+Backspace |
| New folder | 󰘶 󰘳 N | Shift+Cmd+N | Empty trash w/o confirmation | 󰘵 󰘶 󰘳 󰁮 | Opt+Shift+Cmd+Back |
| Duplicate | 󰘳 D | Cmd+D | Eject disk/volume | 󰘳 E | Cmd+E |
| Show Infos | 󰘳 I | Cmd+I | Follow Alias | 󰘳 R | Cmd+R |
| Open Computer | 󰘶 󰘳 C | Shift+Cmd+C | Open Computer in new window | 󰘶 󰘳 ▲ | Shift+Cmd+Up |
| Open Desktop | 󰘶 󰘳 D | Shift+Cmd+D | Open recent Files | 󰘶 󰘳 F | Shift+Cmd+F |
| Open Go To | 󰘶 󰘳 G | Shift+Cmd+G | Open Home | 󰘶 󰘳 H | Shift+Cmd+H |
| Open iCloud | 󰘶 󰘳 I | Shift+Cmd+I | Open Network | 󰘶 󰘳 K | Shift+Cmd+K |
| Open Documents | 󰘶 󰘳 O | Shift+Cmd+O | Open AirDrop | 󰘶 󰘳 R | Shift+Cmd+R |
| Open Shared | 󰘶 󰘳 S | Shift+Cmd+S | Open Utilities | 󰘶 󰘳 U | Shift+Cmd+U |
| Open Downloads | 󰘵 󰘳 L | Opt+Cmd+L |  |  |  |
| Toggle Preview | 󰘶 󰘳 P | Shift+Cmd+P | Toggle Tab bar | 󰘶 󰘳 T | Shift+Cmd+T |
| Toggle Path bar | 󰘵 󰘳 P | Opt+Cmd+P | Toggle Sidebar (Favorites) | 󰘵 󰘳 S | Opt+Cmd+S |
| Toggle status bar | 󰘳 / | Cmd+/ | Toggle hidden files | 󰘶 󰘳 . | Shift+Cmd+. |
| View Options | 󰘳 J | Cmd+J | Add selected item to Sidebar (Favorites) | 󰘴 󰘳 T | Ctrl+Cmd+T |
| Connect to Server | 󰘳 K | Cmd+K |  |  |  |
| Quick Look | 󰘳 Y | Cmd+Y | Quick Look slideshow | 󰘵 󰘳 Y | Opt+Cmd+Y |
| View as icons | 󰘳 1 | Cmd+1 | View as list | 󰘳 2 | Cmd+2 |
| View as columns | 󰘳 3 | Cmd+3 | View as gallery | 󰘳 4 | Cmd+4 |
| Previous/Next | 󰘳 [/] | Cmd+[/] |  |  |  |
| Expand path to current folder as dropdown | | 󰘳 Click / 󰘴 Click / Rightclick | | Cmd+Click / Ctrl+Click / Rightclick | |
| Open item in separate Window, close original | 󰘵 Doubleclick | Opt+Doubleclick | Open folder in new Tab | 󰘳 Doubleclick | Cmd+Doubleclick |
| Copy | 󰘵 Drag | Opt+Drag | Move to another volume | 󰘳 Drag | Cmd+Drag |
| Create Alias | 󰘵 󰘳 Drag | Opt+Cmd+Drag | Create Alias | 󰘴 󰘳 A | Ctrl+Cmd+A |

## System

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Funktion** | **Shortcut** | **Shortcut** | | **Funktion** | **Shortcut** | **Shortcut** |
| Spotlight | 󰘳 󱁐 | Cmd+Space | | Finder | 󰘵 󰘳 󱁐 | Opt+Cmd+Space |
| Change input | 󰘴 󱁐 / 󰘴 󰘵 󱁐 | Ctrl(+Opt)+Space | | Switch Space | 󰘴 ◀︎/▶ | Ctrl+Left/Right |
| Mission Control | 󰘴 ▲ | Ctrl+Up | | All windows (cur. app) | 󰘴 ▼ | Ctrl+Down |
| Launchpad | 󰘵 󰘳 X | Opt+Cmd+X / MX Mechanical: Desktop-Taste (über Num/) | | | | |
| Notifications |  N | Globe+N | | Control Center |  C | Globe+C |
| Menubar | 󰘴 F2/ M | Ctrl+F2 / Globe+M | | Show Desktop | F11 /  H | F11 / Globe+H / Desktop click |
| Focus active/next window | 󰘴 F4 | Ctrl+F4 | | Focus window’s symbol bar | 󰘴 F5 | Ctrl+F5 |
| Focus floating window | 󰘴 F6 | Ctrl+F6 | Focus status bar | | 󰘴 F8 | Ctrl+F8 |
| Switch Apps | 󰘳  / 󰘶 󰘳  | (Shift+)Cmd+Tab | Switch Window | | 󰘵  / 󰘳 ` | Opt+Tab / Cmd+` |
| Open Display Preferences | 󰘵 🔅/🔆 | Opt+Brightness | Open Sound Preferences | | 󰘵 🔈/🔊/🔇 | Opt+Volume |
| Adjust Display in small steps | 󰘵 󰘶 🔅/🔆 | Opt+Shift+Brightness | Adjust Sound in small steps | | 󰘵 󰘶 🔈/🔊 | Opt+Shift+Volume |
| Screenshot whole screen | 󰘶 󰘳 3 | Shift+Cmd+3 | Screenshot selection | | 󰘶 󰘳 4 | Shift+Cmd+4 |
| Screenshot with menu | 󰘶 󰘳 5 | Shift+Cmd+5 |  | |  |  |

## Windows/Apps

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Funktion** | **Shortcut** | **Shortcut** | **Funktion** | **Shortcut** | **Shortcut** |
| Settings | 󰘳 , | Cmd+, | Close front/all windows | 󰘳 W / 󰘵 󰘳 W | (Opt+)Cmd+W |
| Quit | 󰘳 Q | Cmd+Q | Force Quit | 󰘵 󰘳 Esc | Opt+Cmd+Esc |
| Minimize front/all windows | 󰘳 M / 󰘵 󰘳 M | (Opt+)Cmd+M | Hide current/others | 󰘳 H / 󰘵 󰘳 H | (Opt+)Cmd+H |
| New Tab | 󰘳 T | Cmd+T | Fullscreen | 󰘴 󰘳 F /  F | Ctrl+Cmd+F / Globe+F |
| Reload | 󰘳 R | Cmd+R | New Window | 󰘳 N | Cmd+N |

## Editing

|  |  |  |
| --- | --- | --- |
| **Funktion** | **Shortcut** | **Shortcut** |
| Suchen | 󰘳 F | Cmd+F |
| Find Next / Previous | 󰘳 G / 󰘶 󰘳 G | (Shift+)Cmd+G |
| Rightclick | 󰘴 Click | Ctrl+Click / Two-Finger Click |
| Ausschneiden | 󰘳 X | Cmd+X |
| Kopieren | 󰘳 C | Cmd+C |
| Einfügen | 󰘳 V | Cmd+V |
| Delete (Text editing) | Fn 󰁮 | Fn+Backspace |
| Select All | 󰘳 A | Cmd+A |
| Undo | 󰘳 Z | Cmd+Z |
| Redo | 󰘶 󰘳 Z | Shift+Cmd+Z |
| Emoji | 󰘴 󰘳 󱁐 /  E | Ctrl+Cmd+Space / Globe+E |
| Diktieren |  D | Globe+D |
| Save | 󰘳 S | Cmd+S |
| Print | 󰘳 P | Cmd+P |
| Go to beginning of line | Home/󰘳 ◀︎/Fn+◀︎/󰘴 A | Home/Cmd+Left/Fn+Left/Ctrl+A |
| Go to end of line | End/󰘳 ▶/Fn+▶/󰘴 E | End/Cmd+Right/Fn+Right/Ctrl+E |
| Go to start/end of document | 󰘳 ▲/󰘳 ▼ | Cmd+Up/Cmd+Down |
| Page Up/Down | Fn+▲/Fn+▼ | Fn+Up/Fn+Down (PageUp/PageDown) |
| Jump word wise left/rights | 󰘵 ◀︎/▶ | Opt+Left/Right |
| Delete word wise left/right | 󰘵 󰁮 /Del | Opt+Backspace/Delete |
| Delete until start/end of line | 󰘳 󰁮 /Del | Cmd+Backspace/Delete |
| Jump to beginning/end of document | 󰘳 Home/End | Cmd+Home/End |

## Dock

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Funktion** | **Shortcut** | **Shortcut** | **Funktion** | **Shortcut** | **Shortcut** |
| Toggle Dock | 󰘵 󰘳 D | Opt+Cmd+D | Focus Dock | 󰘴 F3/  A | Ctrl+F3 / Globe+A |
| Add selected item in Finder to the Dock | 󰘴 󰘶 󰘳 T | Ctrl+Shift+Cmd+T |  |  |  |

### Funktion im Dock

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Funktion** | **Shortcut** | **Shortcut** | **Funktion** | **Shortcut** | | **Shortcut** | |
| Move | ◀︎/▶ | Left/Right; Letter keys |  | |  | |  | |
| App menu | ▲ | Up | Force Quit current app | | 󰘵 ▲ | | Opt+Up | |
| Open App | 󰌑 | Return | Open App in Finder | | 󰘳 󰌑 | | Cmd+Return | |
| Move App | 󰘵 ◀︎/▶ | Opt+Left/Right | Hide all App except selected | | 󰘵 󰘳 󰌑 | | Opt+Cmd+Return | |

## Power/Shutdown

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Funktion** | **Shortcut** | **Shortcut** | **Funktion** | **Shortcut** | **Shortcut** |
| Turn on | 󰐥 | Power | Force turn off | 󰐥 (long) | Power (long) |
| Lock | 󰐥 / 󰘴 󰘳 Q | Power / Ctrl+Cmd+Q |  |  |  |
| Log out (confirm) | 󰘶 󰘳 Q | Shift+Cmd+Q | Log out (immediately) | 󰘵 󰘶 󰘳 Q | Opt+Shift+Cmd+Q |

## Gesten/Aktive Ecken

|  |  |  |  |
| --- | --- | --- | --- |
| **Funktion** | **Geste** | **Funktion** | **Ecke** |
| Mission Control | Mit vier Fingern aufwärts streichen | Launchpad | links oben |
| App-Exposé | Mit vier Fingern abwärts streichen | Mitteilunszentrale | rechts oben |
| Launchpad | Mit Daumen und drei Fingern verkleinern | Schreibtisch | links unten |
| Schreibtisch anzeigen | Mit Daumen und drei Fingern vergrößern | Bildschirmschoner | rechts unten |
| Mitteilungszentrale | Mit zwei Fingern vom rechten Rand nach links streichen |  |  |
| Spaces wechseln | Mit vier Fingern horizontal streichen |  |  |
| Mit Streichen Seiten blättern | Mit zwei Fingern horizontal scrollen |  |  |
| Ziehen | Mit drei Fingern bewegen |  |  |

## Maccy

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Funktion** | **Shortcut** | **Shortcut** | **Funktion** | **Shortcut** | **Shortcut** |
| Open | 󰘶 󰘳 C | Shift+Cmd+P | Pin | 󰘵 P | Opt+P |
| Delete | 󰘵 󰁮 | Opt+Backspace | Delete all | 󰘵 󰘳 󰁮 | Opt+Cmd+Backspace |
| Copy & Insert | 󰘳 Num | Cmd+Number | Copy | 󰘵 Num | Opt+Number |
| Copy & Insert unformatted | 󰘶 󰘳 Num | Shift+Cmd+Number |  |  |  |

## Rectangle

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Funktion** | **Shortcut** | **Shortcut** | **Funktion** | **Shortcut** | | **Shortcut** |
| Linke/Rechte Hälfte | 󰘴 󰘵 ◀︎/▶ | Ctrl+Opt+Left/Right | Obere/Untere Hälfte | 󰘴 󰘵 ▲/▼ | | Ctrl+Opt+Up/Down |
| Oben links | 󰘴 󰘵 U | Ctrl+Opt+U | Oben rechts | 󰘴 󰘵 I | | Ctrl+Opt+I |
| Unten links | 󰘴 󰘵 J | Ctrl+Opt+J | Unten rechts | 󰘴 󰘵 K | | Ctrl+Opt+K |
| Erstes Drittel | 󰘴 󰘵 D | Ctrl+Opt+D | Zweites Drittel | 󰘴 󰘵 F | | Ctrl+Opt+F |
| Drittes Drittel | 󰘴 󰘵 G | Ctrl+Opt+G |  |  | |  |
| Zwei Drittel links | 󰘴 󰘵 E | Ctrl+Opt+E | Zwei Drittel rechts | 󰘴 󰘵 T | | Ctrl+Opt+T |
| Maximieren | 󰘴 󰘵 󰘳 󰌑 | Ctrl+Opt+Cmd+Return | Höhe maximieren | 󰘴 󰘵 󰘶 ▲ | | Ctrl+Opt+Shift+Up |
| Vorheriger Bildschirm | 󰘴 󰘵 󰘳 ◀︎ | Ctrl+Opt+Cmd+Left | Nächster Bildschirm | | 󰘴 󰘵 󰘳 ▶ | Ctrl+Opt+Cmd+Right |

## Outlook

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Funktion** | **Shortcut** | **Shortcut** | **Funktion** | **Shortcut** | **Shortcut** |
| Gelesen | 󰘳 T | Cmd+T | Ungelesen | 󰘶 󰘳 T | Shift+Cmd+T |
| Sync | 󰘴 󰘳 K | Ctrl+Cmd+K |  |  |  |

<https://support.microsoft.com/de-de/office/tastenkombinationen-f%C3%BCr-outlook-3cdeb221-7ae5-4c1d-8c1d-9e63216c1efd#PickTab=Outlook_for_Mac>