## Legend

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

## 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 |  |  |  |
| 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 | 󰘳 ` | 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+Vol |
| Screenshot whole screen | 󰘶 󰘳 3 | Shift+Cmd+3 | Screenshot selection | 󰘶 󰘳 4 | Shift+Cmd+4 |
| Screenshot with menu | 󰘶 󰘳 5 | Shift+Cmd+5 | Arrows |  +h/j/k/l | Globe+h/j/k/l |
| **Snap (for Keys ` and 1…4, 󰘴 󰘳 can be replaced with  )** | | | | | |
| Start Finder | 󰘴 󰘳 ` | Ctrl+Cmd+` | Start Dock App Num | 󰘴 󰘳 Num | Ctrl+Cmd+Num |

## 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 |
| Help | 󰘶 󰘳 / | Shift+Cmd+/ |  |  |  |

## 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 |  |  |  |
| Logout (confirm) | 󰘶 󰘳 Q | Shift+Cmd+Q | Logout (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 |  |  |

## 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 | Open Library (hidden files on!) | 󰘶 󰘳 L | Shift+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 | Previous/Next | 󰘳 [/] | Cmd+[/] |
| 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 |
| 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 |

## Editing

|  |  |  |
| --- | --- | --- |
| **Funktion** | **Shortcut** | **Shortcut** |
| Find | 󰘳 F | Cmd+F |
| Find Next / Previous | 󰘳 G / 󰘶 󰘳 G | (Shift+)Cmd+G |
| Rightclick | 󰘴 Click | Ctrl+Click / Two-Finger Click |
| Cut | 󰘳 X | Cmd+X |
| Copy | 󰘳 C | Cmd+C |
| Insert | 󰘳 V | Cmd+V |
| Select All | 󰘳 A | Cmd+A |
| Undo | 󰘳 Z | Cmd+Z |
| Redo | 󰘶 󰘳 Z | Shift+Cmd+Z |
| Emoji | 󰘴 󰘳 󱁐 /  E | Ctrl+Cmd+Space / Globe+E |
| Dictate |  D | Globe+D |
| Save | 󰘳 S | Cmd+S |
| Print | 󰘳 P | Cmd+P |
| Delete | Fn 󰁮 | Fn+Backspace |
| Delete word wise left/right | 󰘵 󰁮 /Del | Opt+Backspace/Delete |
| Delete until start/end of line | 󰘳 󰁮 /Del | Cmd+Backspace/Delete |
| CapsLock |  󰘲 / 󰘶 󰘲 / … | Any Modifier + CapsLock |
| 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 |
| Go to start/end of document | 󰘳 Home/󰘳 End | Cmd+Home/Cmd+End |
| Page Up/Down | Fn+▲/Fn+▼ | Fn+Up/Fn+Down |
| Jump word wise left/right | 󰘵 ◀︎/▶ | Opt+Left/Right |

## Maccy

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

## Rectangle

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Funktion** | **Shortcut** | **Shortcut** | **Funktion** | **Shortcut** | **Shortcut** |
| Linke/Rechte Hälfte | 󰘴 󰘵 ◀︎/▶ | Ctrl+Opt+Left/Right | Obere/Untere Hälfte | 󰘴 󰘵 ▲/▼ | Ctrl+Opt+Up/Down |
| Vorheriger Bildschirm | 󰘴 󰘵 󰘳 ◀︎ | Ctrl+Opt+Cmd+Left | Nächster Bildschirm | 󰘴 󰘵 󰘳 ▶ | Ctrl+Opt+Cmd+Right |
| Maximieren | 󰘴 󰘵 󰘳 󰌑 | Ctrl+Opt+Cmd+Return | Höhe maximieren | 󰘴 󰘵 󰘶 ▲ | Ctrl+Opt+Shift+Up |
| 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 |

## iTerm2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Funktion** | **Shortcut** | **Shortcut** | **Funktion** | **Shortcut** | **Shortcut** |
| Windows & Tabs | | | | | |
| Cycle Tabs | 󰘴(󰘶) | Ctrl+(Opt+)Tab |  |  |  |
| Previous/Next Tab | 󰘴 Pg▲/▼ | Ctrl+Page Up/Down | Previous/Next Tab | 󰘶 󰘳 [/] | Shift+Cmd+[/] |
| Move Tab Left/Right | 󰘴 󰘶 Pg▲/▼ | Ctrl+Shift+Page Up/Down | Move Tab Left/Right | 󰘶 󰘳 ◀︎/▶ | Shift+Cmd+Left/Right |
| Select Tab | 󰘳 Num | Cmd+Number | Select Window | 󰘵 󰘳 Num | Opt+Cmd+Number |
| Editing | | | | | |
| Block selection | 󰘵 󰘳 Mouse | Opt+Cmd+Drag Mouse | Copy mode | 󰘶 󰘳 C | Shift+Cmd+C |
| Clear screen | 󰘳 K | Cmd+K | Scroll page wise | 󰘳 Pg▲/▼ | Cmd+Page Up/Down |
| Scroll line wise | 󰘳 ▲/▼ | Opt Up/Down | Scroll Top/End | 󰘳 Home/End | Cmd+Home/End |
| Panes | | | | | |
| Split horizontally | 󰘳 D | Cmd+D | Split vertically | 󰘶 󰘳 D | Shift+Cmd+D |
| Go to left/right pane | 󰘵 󰘳 ◀︎/▶ | Opt+Cmd+Left/Right | Go to above/below pane | 󰘵 󰘳 ▲/▼ | Opt+Cmd+Up/Down |
| Resize Pane | 󰘴 󰘳 ◀︎/▶ | Ctrl+Cmd+Left/Right | Resize Pane | 󰘴 󰘳 ▲/▼ | Ctrl+Cmd+Up/Down |
| Move Pane | 󰘵 󰘶 󰘳 M | Opt+Shift+Cmd+Drag Mouse | Move Pane |  | Drag Pane Header |
| Full screen | 󰘳 Return | Cmd+Return | Toggle pane zoom | 󰘶 󰘳 Ret | Shift+Cmd+Return |
| Broadcast | 󰘵 󰘳 I | Opt+Cmd+I | Find cursor | 󰘳 / | Cmd+/ |

## Outlook

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Funktion** | **Shortcut** | **Shortcut** | **Funktion** | **Shortcut** | **Shortcut** |
| Gelesen | 󰘳 T | Cmd+T | Ungelesen | 󰘶 󰘳 T | Shift+Cmd+T |
| Sync | 󰘴 󰘳 K | Ctrl+Cmd+K | Lesebereich toggeln | 󰘳 \ | Cmd+\ |
| Email verschieben | 󰘶 󰘳 M | Shift+Cmd+M | Ribbon toggeln | 󰘵 󰘳 R | Opt+Cmd+R |
| Kennzeichnen | 󰘴 1..6 0 = | Ctrl+{1..6,0,=} | Kennzeichnung löschen | 󰘵 󰘳 ' | Opt+Cmd+' |

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

## Office

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Funktion** | **Shortcut** | **Shortcut** | **Funktion** | **Shortcut** | **Shortcut** |
| Suchen | 󰘴 󰘳 U | Ctrl+Cmd+U |  |  |  |