



## Taskade Shortcuts for Windows &amp; Mac

No.	Action	Mac Shortcuts	Windows Shortcuts	Section
1	Run a global search inside a Workspace	Command + K	Ctrl + K	Most used Taskade Shortcuts
2	Search within the currently open Project	Command + F	Ctrl + F	Most used Taskade Shortcuts
3	Show/Hide the Chat box	Command + \	Ctrl + \	Most used Taskade Shortcuts
4	Open the Add-On menu	Command + /	Ctrl + /	Most used Taskade Shortcuts
5	Open the More menu to edit a Project	Command + '	Ctrl + '	Most used Taskade Shortcuts
6	Open Side Bar	Command + .	Ctrl + .	Most used Taskade Shortcuts
7	Move to previous tab	Shift + Command + [	Shift + Ctrl + [	Navigation Shortcuts
8	Move to next tab	Shift + Command + ]	Shift + Ctrl + ]	Navigation Shortcuts
9	Tab 1	Command + 1	Ctrl + 1	Navigation Shortcuts
10	Tab 2	Command + 2	Ctrl + 2	Navigation Shortcuts
11	Tab 3	Command + 3	Ctrl + 3	Navigation Shortcuts
12	Tab 4	Command + 4	Ctrl + 4	Navigation Shortcuts
13	Tab 5	Command + 5	Ctrl + 5	Navigation Shortcuts
14	Tab 6	Command + 6	Ctrl + 6	Navigation Shortcuts
15	Tab 7	Command + 7	Ctrl + 7	Navigation Shortcuts
16	Tab 8	Command + 8	Ctrl + 8	Navigation Shortcuts
17	Last Tab	Command + 9	Ctrl + 9	Navigation Shortcuts
18	Bold	Command + B	Ctrl + B	Text Formatting Shortcuts
19	Italic	Command + I	Ctrl + I	Text Formatting Shortcuts
20	Underline	Command + U	Ctrl + U	Text Formatting Shortcuts
21	Highlight	Command + E	Ctrl + E	Text Formatting Shortcuts
22	Complete a task	Command + Enter	Ctrl + Enter	Text Formatting Shortcuts

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