

WINDOWS KEYBOARD SHORTCUTS

GENERAL SHORTCUTS

- CTRL + C: COPY
- CTRL + X: CUT
- CTRL + V: PASTE
- CTRL + Z: UNDO
- CTRL + Y: REDO
- CTRL + A: SELECT ALL
- CTRL + F: FIND
- CTRL + S: SAVE
- CTRL + P: PRINT
- ALT + F4: CLOSE THE CURRENT WINDOW/PROGRAM
- WINDOWS KEY: OPEN OR CLOSE THE START MENU

WINDOWS MANAGEMENT

- WINDOWS KEY + D: SHOW DESKTOP/MINIMIZE OR RESTORE ALL WINDOWS
- ALT + TAB: SWITCH BETWEEN OPEN APPLICATIONS
- WINDOWS KEY + TAB: OPEN TASK VIEW (WINDOWS 10 AND LATER)
- ALT + F: OPEN THE FILE MENU OF THE ACTIVE PROGRAM
- WINDOWS KEY + L: LOCK YOUR COMPUTER

SCREENSHOT AND SNIPPING

- PRINT SCREEN: CAPTURE THE ENTIRE SCREEN (COPIED TO CLIPBOARD)
- ALT + PRINT SCREEN: CAPTURE THE ACTIVE WINDOW (COPIED TO CLIPBOARD)
- WINDOWS KEY + SHIFT + S: OPEN SNIP & SKETCH (WINDOWS 10 AND LATER)
- WINDOWS KEY + SHIFT + S: TAKE A SCREENSHOT (WINDOWS 11)

TASKBAR SHORTCUTS

- WINDOWS KEY + [NUMBER]: OPEN THE PROGRAM ON THE TASKBAR IN THE NUMBERED POSITION
- WINDOWS KEY + T: CYCLE THROUGH APPS ON THE TASKBAR

SYSTEM SHORTCUTS

- WINDOWS KEY + I: OPEN SETTINGS
- WINDOWS KEY + R: OPEN THE RUN DIALOG
- CTRL + SHIFT + ESC: OPEN TASK MANAGER DIRECTLY
- WINDOWS KEY + PAUSE/BREAK: OPEN SYSTEM PROPERTIES

ACCESSIBILITY SHORTCUTS

- WINDOWS KEY + U: OPEN BASE OF ACCESS CENTER
- WINDOWS KEY + + (PLUS KEY): ZOOM IN
- WINDOWS KEY + - (MINUS KEY): ZOOM OUT
- CTRL + ALT + DELETE: OPEN THE SECURITY OPTIONS MENU (LOCK SCREEN, SWITCH USER, SIGN OUT, TASK MANAGER)

FILE EXPLORER

- WINDOWS KEY + E: OPEN FILE EXPLORER
- CTRL + N: OPEN A NEW FILE EXPLORER WINDOW
- ALT + LEFT ARROW: GO BACK
- ALT + RIGHT ARROW: GO FORWARD
- CTRL + SHIFT + N: CREATE A NEW FOLDER

SPECIAL CHARACTERS

- ALT + 0176: TRADEMARK SYMBOL (™)
- ALT + 0169: COPYRIGHT SYMBOL (©)
- ALT + 0174: REGISTERED TRADEMARK SYMBOL (®)
- ALT + 0128: EURO SYMBOL (€)
- ALT + 0163: POUND STERLING SYMBOL (£)
- ALT + 0165: YEN SYMBOL (¥)
- ALT + 0162: CENT SYMBOL (¢)
- ALT + 0176: DEGREE SYMBOL (°)
- ALT + 0176: DEGREE SYMBOL (°)
- ALT + 0195: BULLET POINT (•)
- ALT + 0182: PARAGRAPH SYMBOL (¶)
- ALT + 0163: SECTION SYMBOL (§)
- ALT + 0151: EM DASHES (—)
- ALT + 0150: EN DASHES (–)
- ALT + 0133: ELIPSIS (…)

- ALT + 236: INFINITY SYMBOL (∞)
- ALT + 227: PIE SYMBOL (π)
- ALT + 251: CHECKMARK (✓)
- EMOJIS AND SPECIAL CHARACTERS MENU:
 - WIN + SPACE

- ALT + 0176: TRADEMARK SYMBOL (™)
- ALT + 0169: COPYRIGHT SYMBOL (©)
- ALT + 0174: REGISTERED TRADEMARK SYMBOL (®)
- ALT + 0128: EURO SYMBOL (€)
- ALT + 0163: POUND STERLING SYMBOL (£)
- ALT + 0165: YEN SYMBOL (¥)
- ALT + 0162: CENT SYMBOL (¢)
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Windows 81 Keyboard Shortcuts Reference

Ciprian Rusen,Joli Ballew



Windows 8.1 Keyboard Shortcuts Reference:

Windows 8.1 Tips, Tricks & Shortcuts in easy steps Stuart Yarnold, 2014-05-16 Find out how to get more out of Windows 8.1 Windows 8.1 Tips Tricks Shortcuts in easy steps reveals more than 800 useful tweaks and secrets that ll help you to run your PC more efficiently Learn how to Customize the interface to suit your needs Boost your PC s performance with simple tweaks Quicken Startup and Shutdown times Save time by keeping your files organized Keep your hard drive lean Quickly repair Windows 8.1 Give your PC a free tune up Keep net browsing safe private and efficient Keep tabs on other users activities Guard your PC against viruses and prying eyes Use a PC to build a home entertainment center With keyboard shortcuts throughout to help you save time this guide covers both Windows 8.1 Update 1 and Windows RT 8.1 Update 1 a handy reference guide for all Windows users

Laptops For Dummies Quick Reference Corey Sandler, 2006-03-20 In business laptops are essential to providing mobility to workers Many business laptops spend much of their time in a desktop docking station and are always available to hit the road Laptops For Dummies Quick Reference will be a hitchhiker s guide to the electronic galaxy

Windows 8.1: The Missing Manual David Pogue, 2013-11-26 Windows 8.1 continues the evolution of the most radical redesign in Microsoft s history It combines the familiar Windows desktop with a new touchscreen friendly world of tiles and full screen apps Luckily David Pogue is back to help you make sense of it with humor authority and 500 illustrations The important stuff you need to know What s new in 8.1 The update to 8.1 offers new apps a universal Search the return of the Start menu and several zillion other nips and tucks New features Storage Spaces Windows To Go File Histories if Microsoft wrote it this book covers it Security Protect your PC from viruses spyware spam sick hard drives and out of control kids The network HomeGroups connecting from the road mail Web music streaming among PCs this book has your network covered The software Media Center Photo Gallery Internet Explorer speech recognition this one authoritative witty guide makes it all crystal clear It s the book that should have been in the box

Windows 8.1: 101 Tips & Tricks Jonathan Moeller, 2014-02-15 Windows 8.1 101 Tips Tricks gives users an overview of Windows 8.1 from using the Start Screen and Desktop to more advanced troubleshooting techniques In this book you ll learn how to Master the Start Screen Get the most out of the Desktop Use the power of File Explorer Connect Windows 8.1 to networks Create and eliminate user accounts Store files securely in OneDrive Install powerful apps from the Windows Store Employ Task Manager to tame your PC And many other tips

Windows Command Line: The Personal Trainer for Windows 8.1 Windows Server 2012 and Windows Server 2012 R2 William Stanek, 2015-03-10 Chances are that if you work with Windows computers you ve used Windows Command Line You may even have run commands at the command prompt However you probably still have many questions about Windows Command Line and may also wonder what tools and resources are available This practical hands on guide for Windows power users and IT professionals delivers ready answers for using Windows command line tools to manage Windows 8.1 Windows Server 2012 and Windows Server 2012 R2 Not only is this book packed with examples that

show you how to run use schedule and script Windows commands and support tools it s written by a well known author of more than 100 computer books and features easy to read tables lists and step by step instructions Designed for anyone who wants to learn Windows Command Line this book will help you perform tasks more efficiently troubleshoot performance issues and programs manage computer settings perform routine maintenance and much more One of the goals is to keep the content so concise that the book remains compact and easy to navigate while at the same time ensuring that the book is packed with as much information as possible making it a valuable resource **Brilliant Windows 8.1** Perspection Inc.,Steve Johnson,2013-11-06 A fully updated version covering Windows 8 1 the latest release of the widely used Microsoft Operating System Summary Windows 8 1 Blue will have the biggest changes to Windows since Windows 3 1 This book also includes a NEW features icon that highlights what s new in Windows 8 1 and a great troubleshooting guide to help solve common problems Users will need help learning the new interface and the full colour visual instructional style of the Brilliant series is perfectly suited to teaching it When you are working on your PC and come up against a problem that you are unsure how to solve or want to accomplish something in application that you aren t sure how to do Brilliant Windows 8 1 gives you the answers Brilliant Windows 8 1 allows you to find the information you need easily and without fuss It guides you through all tasks and applications using a highly visual step by step approach It tells you exactly what you need to know when you need to know it Spend less time reading and more time doing with a simple step by step approach to beginner and intermediate level office tasks Brilliant guides provide the quick easy to access information that you need Numbered steps guide you through each task or problem Numerous screenshots illustrate each step Cross reference boxes point you to related tasks and information in the book Did you know sections alert you to relevant expert tips tricks and advice

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Easy Windows 8.1 Mark Edward Soper,2014 A guide to

Microsoft's latest version of Windows this book covers the revamped desktop features accessories and interface as well as explaining Windows 8.1's latest capabilities

Windows 8.1 Apps with XAML and C# Sams Teach Yourself in 24 Hours Adam Nathan, 2014-05-26 Learn how to build great Windows Store apps Figures and code appear as they do in Visual Studio In just 24 sessions of one hour or less Sams Teach Yourself Windows 8.1 Apps with XAML and C in 24 Hours will help you build compelling apps for Windows 8.1 devices of all kinds Using this book's straightforward approach you'll learn to design and build apps create flexible user interfaces handle inputs integrate controls and more Step by step you'll discover how to leverage XAML's visual richness and the immense power of Windows 8.1 Every lesson builds on what you've already learned giving you a rock solid foundation for real world success Step by step instructions carefully walk you through today's most common XAML and C development tasks Quizzes at the end of each chapter help you test your knowledge Notes present interesting information related to the discussion Tips offer advice or show you easier ways to perform tasks Cautions alert you to possible problems and give you advice on how to avoid them Learn how to Create user interfaces that adapt to any device from tablets to high def TVs Handle input from touch mouse pen and keyboard Manage the entire Windows 8.1 app lifecycle and all execution states Master powerful XAML controls for text images audio video and more Integrate vector graphics that scale perfectly to any size Apply rich animations Work with styles templates and visual states Exploit the Windows charms within your apps Take full advantage of data binding and contracts Read data from sensors and control external devices Provide dynamic updates via live tiles notifications and the lock screen Discover the many ways to monetize your Windows Store apps

Windows 8.1 Apps with XAML and C# Unleashed Adam Nathan, 2013-12-09 Full color Learn how to build great Windows Store apps Figures and code appear as they do in Visual Studio Windows 8.1 enables you to build stunning applications that integrate with each other Web services and Windows itself You can sell them in the Windows Store with more options than ever before for tablets such as Surface laptops and traditional desktop PCs World renowned Microsoft programming guru Adam Nathan shows you exactly how to write first class apps for this significant update to Windows Don't let the minor name change fool you Windows 8.1 contains an incredible amount of new developer opportunities compared to Windows 8 Clear accessible and intensely practical this guide teaches through concise code examples in full color to match their appearance in Visual Studio the same approach that made Nathan's WPF Unleashed so popular Writing with unprecedented depth and insight Nathan guides you through creating advanced user interfaces with XAML and exploiting key Windows 8.1 features Whether you're already comfortable with Microsoft programming or relatively new to it Windows 8.1 Apps with XAML and C Unleashed will take you to the cutting edge of Windows 8.1 development Detailed information on how to Use XAML to represent state of the art user interfaces even across multiple windows Handle touch mouse keyboard and pen input including handwriting recognition Use new Windows 8.1 controls for creating hubs flyouts better app bars performing in app searches rendering PDFs and much more Encode decode and

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