

# Windows® 11 & 10 Keyboard Shortcuts








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## Quick Reference Guide

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### Accessibility

#### General Accessibility

Move keyboard focus to voice typing	 <b>ALT</b> <b>H</b>
Open Accessibility settings	 <b>U</b>
Open Narrator settings	 <b>CTRL</b> <b>N</b>
Open Quick settings	 <b>A</b>
Open Search (in most apps)	<b>CTRL</b> <b>E</b>
Open voice typing	 <b>H</b>
Open Widgets	 <b>W</b>
Turn color filters on/off (if enabled)	 <b>CTRL</b> <b>C</b>
Turn Filter Keys on/off	<b>RIGHT SHIFT</b> (eight seconds)
Turn High Contrast on/off	<b>LEFT ALT</b> <b>LEFT SHIFT</b> <b>PRT SC</b>
Turn Mouse Keys on/off	<b>LEFT ALT</b> <b>LEFT SHIFT</b> <b>NUM LOCK</b>
Turn On-Screen Keyboard on/off	 <b>CTRL</b> <b>O</b>
Turn Speech Recognition on/off	 <b>CTRL</b> <b>S</b>
Turn Sticky Keys on/off	<b>SHIFT</b> (five times)
Turn Toggle Keys on/off	<b>NUM LOCK</b> (five seconds)

#### Magnifier

Cycle through views	<b>CTRL</b> <b>ALT</b> <b>M</b>
Invert colors	<b>CTRL</b> <b>ALT</b> <b>I</b>
Open Magnifier settings	 <b>CTRL</b> <b>M</b>
Run in direction of arrow keys	<b>CTRL</b> <b>ALT</b> <b>↑ ↓ ← →</b>
Show desktop in full screen view	<b>CTRL</b> <b>ALT</b> <b>SPACE</b>
Switch to docked view	<b>CTRL</b> <b>ALT</b> <b>D</b>
Switch to full screen view	<b>CTRL</b> <b>ALT</b> <b>F</b>
Switch to lens view	<b>CTRL</b> <b>ALT</b> <b>L</b>
Turn Magnifier off	 <b>ESC</b>
Turn Magnifier on	 <b>+</b>
Zoom in/out	 <b>+</b> or <b>-</b>
Zoom in/out (mouse scroll wheel)	<b>CTRL</b> <b>ALT</b> <b>SCROLL WHEEL</b>

#### Magnifier Reading Commands

To change the default "Ctrl + Alt" keys below:

1. Open the Magnifier settings:	 <b>CTRL</b> <b>M</b>
2. Select from the "Reading shortcut" drop-down.	
Read from mouse pointer	<b>CTRL</b> <b>ALT</b> <b>LEFT CLICK</b>
Read next sentence	<b>CTRL</b> <b>ALT</b> <b>K</b>
Read previous sentence	<b>CTRL</b> <b>ALT</b> <b>H</b>
Start, pause, resume reading	<b>CTRL</b> <b>ALT</b> <b>ENTER</b>
Stop reading	<b>ANY KEY</b>

### Command Prompt

Use Mark mode to navigate/select with arrow keys.	
Begin block selection (Mark mode)	<b>ALT</b> <b>SELECTION KEY</b>
Copy selected text	<b>CTRL</b> <b>C</b>
Enter Mark mode	<b>CTRL</b> <b>M</b>
Move cursor in direction (Mark mode)	<b>↑ ↓ ← →</b>
Move cursor one page down (Mark mode)	<b>PAGE DOWN</b>
Move cursor one page up (Mark mode)	<b>PAGE UP</b>
Move cursor to end of buffer (Mark mode)	<b>CTRL</b> <b>END</b>
Move cursor to start of buffer (Mark mode)	<b>CTRL</b> <b>HOME</b>
Paste selected text	<b>CTRL</b> <b>V</b>
Scroll window down one line	<b>CTRL</b> <b>↓</b>
Scroll window up one line	<b>CTRL</b> <b>↑</b>

### Common

Activate Menu bar in active app	<b>F10</b>
Close active document (full-screen apps)	<b>CTRL</b> <b>F4</b>
Close active item or exit active app	<b>ALT</b> <b>F4</b>
Copy selected item	<b>CTRL</b> <b>C</b>
Cut selected item	<b>CTRL</b> <b>X</b>
Cycle through items in order opened	<b>ALT</b> <b>ESC</b>
Cycle through elements in window/desktop	<b>F6</b>
Delete selected item, move to Recycle Bin	<b>CTRL</b> <b>D</b>
Delete selected item, skip Recycle Bin	<b>SHIFT</b> <b>DEL</b>
Display address bar list in File Explorer	<b>F4</b>
Display or hide desktop	 <b>D</b>
Display properties of selected item	<b>ALT</b> <b>ENTER</b>
Display shortcut menu for selected item	<b>SHIFT</b> <b>F10</b>
Go back	<b>ALT</b> <b>←</b>
Go forward	<b>ALT</b> <b>→</b>
Lock PC	 <b>L</b>
Move cursor to start of next paragraph	<b>CTRL</b> <b>↓</b>
Move cursor to start of next word	<b>CTRL</b> <b>→</b>
Move cursor to start of previous paragraph	<b>CTRL</b> <b>↑</b>
Move cursor to start of previous word	<b>CTRL</b> <b>←</b>
Move group/file on Start menu	<b>ALT</b> <b>SHIFT</b> <b>↑ ↓ ← →</b>
Move one screen down	<b>PAGE DOWN</b>
Move one screen up	<b>PAGE UP</b>
Open next menu to left or close a submenu	<b>←</b>
Open next menu to right or open a submenu	<b>→</b>

Open Search (in most apps)	<b>CTRL</b> <b>E</b>
Open shortcut menu for active window	<b>ALT</b> <b>SPACE</b>
Open Task Manager	<b>CTRL</b> <b>SHIFT</b> <b>ESC</b>
Open/close Start	 or <b>CTRL</b> <b>ESC</b>
Paste selected item	<b>CTRL</b> <b>V</b>
Perform command for a letter	<b>ALT</b> <b>UNDERLINED LETTER</b>
Redo action	<b>CTRL</b> <b>Y</b>
Refresh active window	<b>CTRL</b> <b>R</b>
Rename selected item	<b>F2</b>
Screenshot: Active app window	<b>ALT</b> <b>PRT SC</b>
Screenshot: Entire desktop	<b>PRT SC</b>
Screenshot: Open Feedback Hub first	 <b>F</b>
Screenshot: Snip & Sketch	 <b>SHIFT</b> <b>S</b>
Screenshot: Save full screen screenshot to file	 <b>PRT SC</b>
Search for a file or folder in File Explorer	<b>F3</b>
Select all items in document or window	<b>CTRL</b> <b>A</b>
Select block of text	<b>CTRL</b> <b>SHIFT</b> <b>↑ ↓ ← →</b>
Select multiple adjacent items	<b>SHIFT</b> <b>↑ ↓ ← →</b>
Select non-adjacent items	<b>CTRL</b> <b>↑ ↓ ← →</b> <b>SPACE</b>
Show password on sign-in screen	<b>ALT</b> <b>F8</b>
Stop or leave current task	<b>ESC</b>
Switch keyboard layout (if available)	<b>CTRL</b> <b>SHIFT</b>
Switch open apps by selecting app	<b>CTRL</b> <b>ALT</b> <b>TAB</b>
Switch open windows	<b>ALT</b> <b>TAB</b>
Undo action	<b>CTRL</b> <b>Z</b>

### Dialog Box

Display items in active list	<b>F4</b>
Move back through options	<b>SHIFT</b> <b>TAB</b>
Move back through tabs	<b>CTRL</b> <b>SHIFT</b> <b>TAB</b>
Move forward through options	<b>TAB</b>
Move forward through tabs	<b>CTRL</b> <b>TAB</b>
Perform command for a letter	<b>ALT</b> <b>UNDERLINED LETTER</b>
Select button in group of option buttons	<b>↑ ↓ ← →</b>
Select or clear check box	<b>SPACE</b>

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# Windows 8 Short Dummies Guide

**Stephen L. Nelson**



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**Windows 8.1 For Dummies** Andy Rathbone,2013-10-07 The bestselling book on Windows now updated for the new 8.1 features Microsoft has fine tuned Windows 8 with some important new features and veteran author Andy Rathbone explains every one in this all new edition of a long time bestseller Whether you re using Windows for the first time upgrading from an older version or just moving from Windows 8 to 8.1 here s what you need to know Learn about the dual interfaces the new Start button how to customize the interface and boot operations and how to work with programs and files use the web and social media manage music and photos and much more You ll even find troubleshooting tips This edition covers the upgrades in Windows 8.1 including the dual interfaces basic mechanics file storage and how to get the free upgrade to Windows 8.1 Shows how to manipulate app tiles give Windows the look you choose set up boot to desktop capabilities connect to a network and create user accounts Covers working with programs apps and files using the Internet and social media new apps and capabilities for working with onboard and online media and how to move files to a new PC Written by Andy Rathbone author of every edition of the bestselling Windows For Dummies Windows 8.1 For Dummies is exactly what you need to get going and be productive with the newest Windows update

Windows 8 All-in-One For Dummies Woody Leonhard,2012-09-24 Ten minibooks in one great resource will get you fully up to speed on Windows 8 Promising an updated user interface new application to today s mobile world and increased connection to data and services that live in the cloud Windows 8 will have new features and perks you ll want to start using right away And that s where this bestselling guide comes in With ten minibooks in one it s packed with information on all aspects of the OS Take the guesswork out of Windows 8 from day one with this all in one resource Windows 8 boasts numerous exciting new features and this ten books in one reference is your one stop guide for discovering them all Provides

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**The Beginners Guide to Using the Newest Apple TV (Fourth Generation - 2015):**

Thomas Belle,2015-11-05 Mac iPhone iPad Apple TV While Apple TV may not get the same press as other Apple products that is about to change For years Apple TV was touted as Apple s hobby product something they tinkered with occasionally but not something they put as much effort in as other Apple products This guide is an introduction to the newest Apple TV released in October 2015 If you are just thinking about making the switch from cable to streaming TV then this book will show you how if you ve already made the switch but you want to get the most out of it then it will cover that as well There s something for everyone here so read on

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**Arduino For Dummies** John Nussey,2013-04-29 The quick easy way to leap into the fascinating world of physical computing This is no ordinary circuit board Arduino allows anyone whether you re an artist designer programmer or hobbyist to learn about and play with electronics Through this book you learn how to build a variety of circuits that can sense or control things in the real world Maybe you ll prototype your own product or create a piece of interactive artwork This book equips you with everything you ll need to build your own Arduino project but what you make is up to you If you re ready to bring your ideas into the real world or are curious about the possibilities this book is for you Learn by doing start building circuits and programming your Arduino with a few easy to follow examples right away Easy does it work through Arduino sketches line by line in plain English to learn of how they work and how to write your own Solder on Only ever used a breadboard in the kitchen Don t know your soldering iron from a curling iron No problem you ll be prototyping in no time Kitted out discover new and interesting hardware to make your Arduino into anything from a mobile phone to a geiger counter Become an Arduino savant learn all about functions arrays libraries shields and other tools of the trade to take your Arduino project to the next level Get social teach your Arduino to communicate with software running on a computer to link the physical world with the virtual world It s hardware it s

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*Assembly Language: Simple, Short, and Straightforward Way of Learning Assembly Programming* Dr. SHERWYN ALLIBANG, 2020-10-10 This book is intended for beginners who would like to learn the basics of Assembly Programming This book uses Simple words Short sentences and Straightforward paragraphs The triple S way to learn Assembly Programming The topics covered in this book includes a brief introduction to assembly common arithmetic instructions character and string input and display routines flow controls including conditional and looping statements stack and procedures This assembly language book is intended for complete beginners in assembly programming However it is assumed that the reader has prior or basic knowledge with other programming languages This book includes screenshots of step by step of how to code compile link and run assembly programs This book is packed with working sample assembly programs and after reading this book the reader would be able to develop assembly programs based particularly on problems



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**iMac For Dummies** Mark L. Chambers, 2021-12-29 Say hello to your iMac with this bestselling guide Excited to put your cool iMac through its paces Go ahead Say Hey Siri to look up information use the large monitor to play a game or watch a movie share documents with your iPhone or iPad or video chat with friends or family With its optimized system speed your iMac can keep up with anything you want to do How cool is that Your iMac comes stuffed with features and iMac For Dummies is your tour guide to explore all of them This updated handbook has you covered no matter if you need to work or want to play You can Scroll tap and swipe your way through the Mac operating system Set up Bluetooth Wi Fi and other settings in Control Center Say Hey Siri to have the Apple assistant search for information or launch apps Play video games music movies or TV Stay in touch with people through Messages and Facetime Use productivity apps including Numbers Pages and Keynote Sync to iCloud and across all your Apple devices The all in one design of the iMac with its monitor processor graphics card and internal drive makes it ideal for work and entertainment Pick up your copy of this comprehensive guide to the iMac filled with screenshots and how to steps and ensure you use your iMac to its full potential

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