



Keyboard Shortcuts

New Commands

Action	Shortcut
Return to the home screen:	
Universal Search (works at Home screen):	Type anything
Open the Charms menu:	+
Open the Search Charm:	+
Open the Settings Charm:	+
Access the Settings Search screen:	+
Open the Share Charm:	+
Snapping Apps (to the left side of the screen):	+
Snapping Apps (to the right side of the screen):	+
"Peek" at the Desktop (minimizes all apps while you hold the keys):	+ +
Display the app-specific commands bar at the bottom:	+
Cycle through Notification toasts:	+
Change screen orientation on slate and tablet PCs:	+
Take a screenshot (automatically saves in Pictures folder):	+
Access the Windows Tools Menu:	+
Display all connected devices:	+
Switch input language and keyboard layout:	+

Frequently Used Commands

Action	Shortcut
Close current window/app:	+
Display Properties of a selected item:	+
Copy:	+
Cut:	+
Paste:	+
Redo:	+
Undo:	+
Show/Hide Desktop, minimize/restore open apps:	+
Lock the Screen:	+
Cycle through open apps:	+
Cycle through open apps in Switcher in reverse order:	+ +
Cycle through open apps, snapping them as you go:	+ +
Minimize all active Desktop applications:	+
Maximize all active Desktop applications:	+ +
Minimize current application:	+
Maximize current application:	+

Windows 81 Keyboard Shortcuts Cheat Sheet

Faithe Wempen



Windows 8.1 Keyboard Shortcuts Cheat Sheet:

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** David Pogue, 2013 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. **Digital Literacy For Dummies** Faithe Wempen, 2014-10-07 Develop and implement essential computer technology with confidence. Do you want to develop an understanding of technology to enhance your education, career, or personal life, but feel inhibited by your digital literacy? Fear not. Written in plain English and absent of undecipherable high tech jargon, *Digital Literacy For Dummies* makes it easy to get a grip on computer basics, the Internet, the Cloud, browsing the web, productivity programs, and applications for school and the workplace, computer security, and privacy, the latest in digital lifestyle topics, and so much more. Walks you through the basics of developing essential computer technology skills. Shows you how to gain the digital literacy skills required to succeed in education, at home, and in the workforce. Explains how the use of smartphones and digital cameras contribute to digital literacy. With the introduction of 3G and 4G services in emerging countries like India, worldwide Internet usage is increasing exponentially. With this technological growth comes an opportunity for people of all ages and from all walks of life to learn new skills to keep them ahead of the curve. Packed with easy-to-follow explanations and seasoned with a bit of humor and fun, *Digital Literacy For Dummies* makes it easy and accessible for anyone to harness the power of technology to remain relevant in school or at work. **ASP.NET MVC 4 Recipes** John Ciliberti, 2013-04-01 ASP.NET MVC 4

Recipes is a practical guide for developers creating modern web applications cutting through the complexities of ASP NET jQuery Knockout js and HTML 5 to provide straightforward solutions to common web development problems using proven methods based on best practices The problem solution approach gets you in out and back to work quickly while deepening your understanding of the underlying platform and how to develop with it Author John Ciliberti guides you through the framework and development tools presenting typical challenges along with code solutions and clear concise explanations to accelerate application development Inside you will find recipes dealing with streamlined syntax full control over HTML a simple API for creating RESTful web services writing support for test driven development and more Solve problems immediately by pasting in code from the recipes or put multiple recipe solutions together to overcome challenging development obstacles Dive head first into ASP NET MVC web development with ASP NET MVC 4 Recipes

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David Sawyer McFarland,2004-02-13 This work offers a rich environment for building professional Web sites with drag and drop simplicity clean HTML code and dynamic database driven Web site creation tools **Windows 95 Quick Reference**

Janice A. Snyder,1997 This complete Windows 95 command reference provides you with key information on the most important Windows 95 features With a comprehensive index and exhaustive command reference section you ll have all the essential information you need to master this new operating system at your fingertips Covers new user interface Internet

Explorer New Edition file management built in utilities networking accessories and more Covers Windows 95 **Office 2003 Timesaving Techniques For Dummies** Woody Leonhard,2004-05-21 Wouldn't it be a waste to go on a spectacular exotic vacation abroad and just hang out at the hotel pool Wouldn't it be a waste to buy a new iPod download four favorite songs and play them over and over Most people with Office 2003 are wasting a lot of software power and a lot of time They do the same routine things in the same routine ways and haven't begun to explore the capabilities of Office 2003 If you're one of them Office 2003 Timesaving Techniques For Dummies gets you out of your rut and into action It provides over 70 timesaving techniques for Word Excel Access Outlook and PowerPoint Most of the tips work with Office 2000 and Office XP too You'll customize Office to meet your needs and start working like a pro in no time with easy to use tricks tips and techniques for Streamlining your toolbars Word alone has dozens to choose from Setting up Outlook searching with folders organizing with flags and dealing with spam Taking proper security measures including using and updating an antivirus package and avoiding potentially dangerous file extensions Editing and laying out impressive Word documents Using keyboard shortcuts Diving into more advanced Office skills such as writing macros setting up templates and using multimedia with PowerPoint Using Excel to build self-verifying spreadsheets Running totals and subtotals in Access Combining applications to print holiday greetings and run an electronic newsletter Written by Woody Leonhard author of Windows XP Timesaving Techniques For Dummies and the bestseller Windows XP All in One Desk Reference For Dummies this guide helps you eliminate extra steps and little annoyances and do things you probably didn't know you could do such as Building e-mail stationery Calculating sales tax with the Lookup Wizard Making professional labels Encrypting messages Recording narration for PowerPoint presentations Complete with an index that lets you find what you want fast Office 2003 Timesaving Techniques For Dummies helps you get up to speed and down to work After all times a waste **Office 365 All-in-One For Dummies** Peter Weverka,Matt Wade,2022-01-06 Multiply your productivity with the world's most straightforward guide to the world's most popular office software Microsoft Office 365 contains straightforward tools for virtually every office task you could possibly think of And learning how to use this powerful software is much easier than you might expect With the latest edition of Office 365 All in One For Dummies you'll get a grip on some of the most popular and effective office software on the planet including Word Excel PowerPoint Outlook Access Publisher and Teams This expanded handbook walks you through the ins and outs of reviewing and composing documents with Word hosting and joining meetings with Teams crunching numbers with Excel and answering emails with Outlook And it's ideal for anyone who's brand new to Office and those who just need a quick refresher on the latest useful updates from Microsoft In this one-stop reference you'll find Step-by-step instructions on the installation maintenance and navigation of all the critical components of Office 365 Guidance for using Office 365's built-in online and cloud functionality Complete explanations of what every part of Office 365 is used for and how to apply them to your life Office 365 All in One For Dummies is the last handbook you'll ever

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Writing Your Dissertation with Microsoft Word Vincent Kiernan, 2005 A dissertation is the crowning achievement of years of graduate study But many graduate students struggle long hours with formatting their dissertations properly This book guides a graduate student step by step thorough the process of using Microsoft Word to produce a dissertation that meets the requirements of the student's graduate school the first time it's submitted Throughout the book uses real world examples of formatting requirements from actual graduate schools and is amply illustrated to provide a visual guide to working through Microsoft Word Tips and tricks about Word will help a graduate student devote time to the content of the dissertation not its formatting

Lifehacker Adam Pash, Gina Trapani, 2011-06-03 A new edition packed with even more clever tricks and methods that make everyday life easier Lifehackers redefine personal productivity with creative and clever methods for making life easier and more enjoyable This new edition of a perennial bestseller boasts new and exciting tips tricks and methods that strike a perfect balance between current technology and common sense solutions for getting things done Exploring the many ways technology has changed since the previous edition this new edition has been updated to reflect the latest and greatest in technological and personal productivity The new hacks run the gamut of working with the latest Windows and Mac operating systems for both Windows and Apple getting more done with smartphones and their operating systems and dealing with the evolution of the web Even the most tried and true hacks have been updated to reflect the contemporary tech world and the tools it provides us Technology is supposed to make our lives easier by helping us work more efficiently Lifehacker The Guide to Working Smarter Faster and Better Third Edition is your guide to making that happen

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