

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 + 0153: 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 + 0191: 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

Windows 81 Keyboard Shortcuts Reference

Corey Sandler



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 will 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 will 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 **Windows 8.1 on Demand** Steve Johnson,Perspection, Inc,2013 This book covers Microsoft s latest operating system in a way that won t have the reader losing time over their learning curve Full color clear step by step instructions with lots of helpful screenshots will have new users up and running in no time *Windows 8.1 Step by Step* Ciprian Rusen,Joli Ballew,2013-11-15 The smart way to learn Windows 8 1 one step at a time Experience learning made easy and quickly teach yourself how to navigate and use Windows 8 1 With Step by Step you set the pace building and practicing the skills you need just when you need them Navigate with ease using the new Start screen Search your files music and the web all at once Store access and manage data in the cloud with SkyDrive Explore improvements in Internet Explorer 11 Stay in touch using Mail Calendar People and Skype Customize your computing experience with PC settings *Windows Server 2016 Administration Cookbook* Jordan Krause,2018-04-23 This book contains more than 65 recipes that will equip you with what you need to know to work with Windows 2016 Server This book will help you learn how to administrate your Windows Server for optimal performance Key Features A focussed guide to help you with the core functionalities of Windows Server 2016 Explore tasks that will help you build a datacenter from scratch using Windows Server 2016 Step by step instructions for common Windows Server

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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 8.1 on Demand Perspection Inc.,Steve Johnson,2013-11-14 Need answers quickly Windows 8 1 on Demand provides those answers in a visual step by step format We will show you exactly what to do through lots of full color illustrations and easy to follow instructions Numbered Steps guide you through each task See Also points you to related information in the book Did You Know alerts you to tips and techniques Illustrations with matching steps Tasks are presented on one or two pages Inside the Book Master the Windows 8 1 user experience Manage files and information with the Desktop and Windows apps Share files and media on a SkyDrive HomeGroup or network Browse the Web search for information and get instant updates Use Windows apps to get news finance sports travel weather food and health from Bing Use Windows apps to work with mail instant messages calls contacts photos music videos and games Get more apps using the Windows Store Protect your device from Internet or network intruders Set multiple users and parent controls Customize fine tune and administer Windows 8 1 Bonus Online Content Register your book at queondemand.com to gain access to Workshops and related files Keyboard shortcuts Visit the author site perspection.com

Beginning Windows 8.1 Mike Halsey,2013-10-14 Windows 8 has been described by Microsoft as

its boldest Windows release ever and the 8.1 update enhances the paradigm further Beginning Windows 8.1 takes you through the new features and helps you get more out of the familiar to reveal the fullest possibilities for this amazing new operating system You will learn with non technical language used throughout how to get up and running in the new Windows interface minimize downtime maximize productivity and harness the features you never knew existed to take control of your computer and enjoy the peace of mind and excitement that comes with it From tips and tweaks to easy to follow guides and detailed descriptions this book takes you inside Windows 8.1 to discover the true power and flexibility that lies within and guides you at your own pace through getting the very best from it What you ll learn About the ins and outs of the Windows 8 interface and its new features How to personalize your Windows experience to give trouble free performance How to use your computer to connect to devices and services in the home at work and on the move How to maximize your productivity with Windows 8 How to secure and configure Windows 8 to guarantee a safe and secure experience How to use hack and manipulate Windows to enable advanced customization Who this book is for Beginning Windows 8.1 is for people new to Windows or who just want to get up to speed with Windows 8 This book also can help people who already know how to perform routine tasks learn how to get more out of Windows their computer and their time Whether you want to get up and running with Windows 8 or want to go to the next level and learn useful ways to minimize problems maximize performance and optimize your overall Windows experience this book is for you Table of Contents Introducing Windows 8.1 Finding your Way Around Windows 8.1 Connecting Sharing with Family and Friends Organizing and Searching Your Computer Printing and Managing Printers Having Fun with Games Photos Music and Video Maximizing Your Productivity Personalizing Your Windows Experience Making Windows 8.1 More Accessible and Easier to Use Keeping Yourself Your Files and Your Computer Safe Maintaining and Backing up Your Computer and Files Advanced Configuration and Customization Getting Started with Virtualization Installing Windows 8.1 on Your Computer Appendix A Appendix B Appendix C Appendix D

Mastering Windows 365 Christiaan Brinkhoff, Sandeep Patnaik, Morten Pedholt, 2023-09-12 Elevate your Windows 365 skillset Go from zero to hero navigating Windows 365 Cloud PC Architectures to Create Deliver and Manage Systems Embraced by Users and IT Professionals Key Features Get unique insights and perspectives from the Microsoft team behind Windows 365 Uncover modern cloud end user experiences with features like Windows 365 switch and boot Learn from the author s experiences and expertise to seamlessly migrate from on premises and VDI ecosystem to the cloud Purchase of the print or Kindle book includes a free PDF eBook Book Description Written by experts from the Windows 365 product group and a seasoned Microsoft MVP this book offers a unique perspective on the features functionality and best practices of Windows 365 Drawing from their extensive professional experience and insight the authors provide invaluable knowledge for those eager to learn about the next generation of cloud computing Get ready to gain deep insights into this cutting edge technology from industry insiders Mastering Windows 365 starts by covering the fundamentals of Windows 365 helping you gain a deep

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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 transcode multimedia content and speech enable your app Leverage rich XAML vector graphics and animation Interact with built in functionality such as the Camera app file picker the lock screen new contacts and appointments integration and more Exploit the Windows 8.1 charms bar Integrate DirectX graphics seamlessly Work with the rich set of available sensors accelerometer compass light sensor location with geofencing support proximity and more Control devices such as fingerprint readers image and bar code scanners magnetic stripe readers and custom Bluetooth USB HID or Wi-Fi Direct devices

My Windows 8.1 Computer for Seniors Michael Miller, 2013-11-15 Easy clear readable and focused on what you want to do Step by step instructions for the tasks you care about most Large full color close up photos show you exactly what to do Common sense help whenever you run into problems Tips and notes to help you do even more Over the years you've learned a lot Now learn Windows 8.1 We've identified the Windows 8.1 skills you need to stay connected with people you care about keep your computer reliable productive and safe express your creativity find new passions and live a better life Our crystal clear instructions respect your smarts but never assume you're an expert Big colorful photos on nearly every page make this book incredibly easy to read and use Set up your computer with no fuss or aggravation Get productive fast even if you don't have computer experience Use Windows new touch features if you have a touchscreen device Safeguard your privacy and protect yourself from online scams Find install and use easy new Modern apps Display up to the minute news weather and stock prices Browse the Web with the great new Internet Explorer 11 Use new SmartSearch to find everything faster on the Internet Discover reliable health and financial information online Make free Skype video calls to friends and family Use Facebook to find old friends and see what they're up to Store your pictures fix them and share them with loved ones Read eBooks on your PC even enlarge text for greater comfort Watch TV or

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