

Windows® 11 & 10 Keyboard Shortcuts

Quick Reference Guide

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Accessibility

General Accessibility

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

Magnifier

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

Magnifier Reading Commands

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

1. Open the Magnifier settings: **CTRL** **M**
 2. Select from the "Reading shortcut" drop-down.
- | | |
|------------------------------|--|
| Read from mouse pointer | CTRL ALT LEFT CLICK |
| Read next sentence | CTRL ALT K |
| Read previous sentence | CTRL ALT H |
| Start, pause, resume reading | CTRL ALT ENTER |
| Stop reading | ONLY OFF |

Command Prompt

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

Common

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

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

Dialog Box

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

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Keyboard Shortcuts Reference Windows

B Lingard



Keyboard Shortcuts Reference Windows:

The Complete Idiot's Guide to Microsoft Windows 7 Paul McFedries, 2009-10-06 For Windows users 7 might just be their lucky number This guide offers a smoother transition for users moving from an older version to Windows 7 Along with simple step by step instructions and numerous useful examples readers will learn how to use new tools find applications and files instantly navigate efficiently use wizards and dialogue boxes better use the improved Windows firewall get the most out of the new Explorer and use the many new options More than 90% of new Intel based PCs by far the dominant type ship with Windows pre installed Many users soon must update with Microsoft no longer supporting XP after 2009 Author teaches basic skills to newcomers and is widely recognized as an expert on Windows **EndNote 1-2-3 Easy!** Abha Agrawal, Majid Rasouli, 2019-12-18 This book is intended for healthcare professionals biomedical researchers health policy experts and graduate students who frequently write and publish scientific manuscripts in peer reviewed journals This new edition updates earlier versions with an emphasis on the most currently available Clarivate Analytics software application EndNote X9 a widely used reference management software For first time users of EndNote X9 this book is a comprehensive and well illustrated instruction manual for getting started including detailed instructions on installation creating reference libraries and ultimately creating complete and accurate citation based bibliographies necessary to achieve successful peer reviewed publications There is also a full chapter devoted to careful guidance for the growing practice of citing references from online internet sources For existing power users of current and earlier versions of EndNote this book provides quick and easy access to a comprehensive compendium of nuanced and advanced features of this powerful software with an emphasis on providing greater ease and control in coordinating and curating research materials and bibliographies with research collaborators and scientific writing teams The authors have also added new state of the art how to guidance on a variety of methods of using EndNote including PubMed Google Scholar Web of Science Scopus and others Like many legacy software systems Clarivate Analytics has also begun to offer an online desktop version of EndNote a topic which is now also covered in Chapter 10 EndNote Online of this new edition **The Complete Idiot's Guide to Windows 8** Paul McFedries, 2012-10-02 Microsoft Windows 8 is designed to mesh users digital lives seamlessly from desktop to phone to tablet by utilizing a look and feel that give users a new Windows experience However with all of this change comes new features that may catch old school Windows users off guard In *The Complete Idiot's Guide to Microsoft Windows 8* veteran tech writer Paul McFedries uses his friendly style and wit to comfort experienced Windows users and newbies alike by explaining all the new features as well as the old and helping everyone overcome trepidation about using this completely updated look to the most popular desktop operating system in the world You will learn how to use new Windows 8 features including tiles and the new home screen how you can mesh your data with the cloud and much more And when all else fails McFedries teaches you how to easily and seamlessly toggle back to the old and familiar Windows look and feel should the new experience prove to be a bit more

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Zumstein, 2021-03-04 While Excel remains ubiquitous in the business world recent Microsoft feedback forums are full of requests to include Python as an Excel scripting language In fact it's the top feature requested What makes this combination so compelling In this hands on guide Felix Zumstein creator of xlwings a popular open source package for automating Excel with Python shows experienced Excel users how to integrate these two worlds efficiently Excel has added quite a few new capabilities over the past couple of years but its automation language VBA stopped evolving a long time ago Many Excel power users have already adopted Python for daily automation tasks This guide gets you started Use Python without extensive programming knowledge Get started with modern tools including Jupyter notebooks and Visual Studio code Use pandas to acquire clean and analyze data and replace typical Excel calculations Automate tedious tasks like consolidation of Excel workbooks and production of Excel reports Use xlwings to build interactive Excel tools that use Python as a calculation engine Connect Excel to databases and CSV files and fetch data from the internet using Python code Use Python as a single tool to replace VBA Power Query and Power Pivot **PCs All-in-One Desk Reference For Dummies** Mark L.

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