

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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Microsoft 2015 Shortcuts Guide

Sandee Cohen



Microsoft 2015 Shortcuts Guide:

Computer Shortcuts (Speedy Study Guides) MDK Publishing,2015-04-28 Toggle between programs and lessen your time at the computer but without sacrificing the quality of your work This is very much possible through the use of computer shortcuts But with many shortcut key combination performing different functions you will need a guide to be reminded of all those This quick study guide offers a refresher on all computer shortcuts

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Windows 10: The Missing Manual David Pogue, 2015-09-17

With Windows 8 Microsoft completely reimagined the graphical user interface for its operating system which now runs on both desktop PCs and tablets but the overhaul was not without hitches and its dueling UIs one designed for touch the other for keyboards and mice created significant confusion for users Windows 10 a free update to users of Windows 8 or Windows 7 fixes a number of the problems introduced by the revolution in Windows 8 and offers plenty of new features such as the new Spartan web browser Cortana voice activated personal assistant new universal apps that run on tablet phone and computer and more But to really get the most out of the new operating system you're going to need a guide Thankfully Windows 10 The Missing Manual will be there to help Like its predecessors this book from the founder of Yahoo Tech previous New York Times columnist bestselling author and Missing Manuals creator David Pogue illuminates its subject with technical insight plenty of wit and hardnosed objectivity for beginners veteran standalone PC users new tablet owners and those who know their way around a network

Switching to the Mac: The Missing Manual, Yosemite Edition David Pogue, 2015-01-22

What makes Windows refugees decide to get a Mac Enthusiastic friends The Apple Stores Great looking laptops A halo effect from the popularity of iPhones and iPads The absence of viruses and spyware The freedom to run Windows on a Mac In any case there's never been a better time to switch to OS X and there's never been a better more authoritative book to help you do it The important stuff you need to know Transfer your stuff Moving files from a PC to a Mac by cable network or disk is the easy part But how do you extract your email address book calendar Web bookmarks buddy list desktop pictures and MP3 files Now you'll know Recreate your software suite Many of the PC programs you've been using are Windows only Discover the Mac equivalents and learn how to move data to them Learn Yosemite Apple's latest operating system is faster smarter and more in tune with iPads and iPhones If Yosemite has it this book covers it Get the expert view Learn from Missing Manuals creator David Pogue author of OS X Yosemite The Missing Manual the 1 bestselling Mac book on earth

Assistive Technology Emily C. Bouck, 2015-12-31

Succinct yet comprehensive Assistive Technology is designed to help educators better understand assistive technology and how it can support students with disabilities from early childhood through the transition into adulthood This practical book is organized around the purpose of technology and the support it can provide rather than a student's disability categorization Grounded in research and filled with engaging case studies and activities author Emily C Bouck offers an unbiased depiction of the advantages and limitations of technology Readers are exposed to a full range of assistive technology including up to date coverage of low and high technology as well as free and for purchase options that can be used to support students with disabilities

Windows Vista Administration Brian Culp, 2007

In plain English that puts concepts in proper context this book gives readers a better understanding of Vista

s innovations and capabilities teaches administrators how to leverage Vista to increase worker productivity and demonstrates how the system can best protect sensitive data **Android Tablets for Seniors in easy steps** Nick Vandome,2013-06-05

Tablet computers are beginning to appear everywhere on the digital landscape and at first sight they can be slightly daunting in terms of what they can do and how to make best use of them Tablets are by no means a passing gimmick however and in many ways they have the potential to replace desktop or laptop computers in many households Tablets are powerful portable and packed full of functionality for most computing tasks Android is the operating system on a wide range of tablets and it is one of the major players in this market As the appetite for mobile computing increases the use of Android tablets is also likely to increase significantly Android Tablets for Seniors in easy steps looks at the range of devices available and their specifications and functionality It also explains the Android operating system and how to use it on your tablet in terms of navigating around performing all of your favourite tasks getting online and turning your tablet into a mobile library and entertainment centre Android tablets offer an interactive touch screen experience and the book shows how to get up and running with this so that you can quickly find your way around with Android It also details how you can use the Android settings to ensure that your tablet looks and works in exactly the way that you want Apps are the programs that give Android tablets their functionality and this is covered in depth from using the preinstalled apps to downloading and using the huge selection available from the Google Play Store which is linked directly to Android tablets It also shows how to get the best apps for popular activities such as travel health and wellbeing family history and online shopping Online connectivity is a vital element for tablets and the book looks at connecting to the web via Wi Fi using email making phone and video calls to family and friends with Skype and diving into the world of social networking Security on tablets is just as important as on any other computer and this is covered in terms of preventing access to your tablet and staying safe online and when using your apps Overall Android Tablets for Seniors in easy steps shows the value of having one of these devices and presents clear and visually attractive advice in larger type for easier reading about joining the latest computer revolution so that you can feel confident about participating in the world of mobile computing The book features the Google Nexus but is applicable to all tablets running the Android operating system **Using Windows 98** Ed Bott,Ron Person,1999 Logically enough this guide begins by explaining how to start Windows and how to manipulate its various interface elements From there the book details the new Windows 98 interface options and explains various means of manipulating and organizing files CD ROM contains Internet Explorer 5 troubleshooting utilities and much more InDesign CS for Macintosh and Windows Sandee Cohen,2004 Now that you ve finally figured out that InDesign s increasingly tight integration with the rest of Adobe s creative products will enable you to work more creatively and efficiently all you want to do is get up to speed on it yesterday if possible Enter InDesign CS for Macintosh and Windows Visual QuickStart Guide Using the task based visual approach that has become the hallmark Peachpit s popular Visual QuickStart Guides this volume provides a fast easy comprehensive

introduction to everything InDesign You ll learn about all aspects of the InDesign interface including its tools and palettes as well as how to create and navigate documents import and style text and objects automate your work manage long documents use the Bezier pen tools and work with color You ll also find complete coverage of more advanced topics like preflighting and advanced text control and a thorough introduction to all of InDesign CS new features an updated Story Editor nested styles separation previews and the Package for GoLive command

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Pro Expression Blend 4
Andrew Troelsen,2011-07-14 Pro Expression Blend 4 is for NET developers and graphical artists who want to learn the ins and outs of the Expression Blend integrated development environment You may know already that this tool can be used to build Windows Presentation Foundation WPF Silverlight and Windows Phone 7 applications however this book will take you well beyond the basics and provide you with a detailed examination of key Blend topics including workspace customization graphics layout styles themes data binding and the use of SketchFlow giving you an excellent understanding of the Blend product and what it can do for you Over the course of these eight chapters you will learn numerous techniques to simplify the authoring of XAML using Blend These include Transforming a vector graphic into a custom control template with a few clicks of the mouse Generating complex animations using an integrated timeline editor Visually designing interactive data templates Creating prototypes via SketchFlow that can be transformed into production level code Throughout Pro Expression Blend 4 you ll work with both Blend and NET code to finalize fully functional projects that will provide both valuable insights and a sound foundation for your future WPF and Silverlight projects Each chapter will give you ample opportunity to build NET software using Blend However this is not a programming book per se While some examples will require a manageable amount of C code this book is squarely focused on helping you gain mastery over the numerous tools editors designers and wizards of the Microsoft Expression Blend IDE

Office 2007 Chris Grover,Matthew MacDonald,E. A. Vander Veer,2007-04-27 A comprehensive guide to Microsoft Office 2007 covers all of the features of Word Excel PowerPoint and Access providing helpful guidelines on how to use the programs and including tips on how Office 2007 differs from Office 2005

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Table of Contents Microsoft 2015 Shortcuts Guide

1. Understanding the eBook Microsoft 2015 Shortcuts Guide
 - The Rise of Digital Reading Microsoft 2015 Shortcuts Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft 2015 Shortcuts Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft 2015 Shortcuts Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft 2015 Shortcuts Guide
 - Personalized Recommendations
 - Microsoft 2015 Shortcuts Guide User Reviews and Ratings
 - Microsoft 2015 Shortcuts Guide and Bestseller Lists
5. Accessing Microsoft 2015 Shortcuts Guide Free and Paid eBooks
 - Microsoft 2015 Shortcuts Guide Public Domain eBooks
 - Microsoft 2015 Shortcuts Guide eBook Subscription Services
 - Microsoft 2015 Shortcuts Guide Budget-Friendly Options
6. Navigating Microsoft 2015 Shortcuts Guide eBook Formats

- ePub, PDF, MOBI, and More
- Microsoft 2015 Shortcuts Guide Compatibility with Devices
- Microsoft 2015 Shortcuts Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft 2015 Shortcuts Guide
 - Highlighting and Note-Taking Microsoft 2015 Shortcuts Guide
 - Interactive Elements Microsoft 2015 Shortcuts Guide
- 8. Staying Engaged with Microsoft 2015 Shortcuts Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft 2015 Shortcuts Guide
- 9. Balancing eBooks and Physical Books Microsoft 2015 Shortcuts Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft 2015 Shortcuts Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft 2015 Shortcuts Guide
 - Setting Reading Goals Microsoft 2015 Shortcuts Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft 2015 Shortcuts Guide
 - Fact-Checking eBook Content of Microsoft 2015 Shortcuts Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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