

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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Computer Software Training & Continuing Education



Microsoft 2015 Shortcuts Guide

Pasquale De Marco



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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Keyboard Shortcuts Guide: Microsoft Applications for Widows Evgenia Naumchenko, 2017-10-13 This book is an extensive shortcut guide for all the important Microsoft applications: Microsoft Excel, Microsoft Word, Microsoft Outlook, Microsoft Access, Microsoft OneNote, and many others.

UI Design with Adobe Illustrator Rick Moore, 2012-07-24 Create high-fidelity prototypes for complex websites and applications with the easy-to-learn and super-efficient vector capabilities of Illustrator and make the fear of client changes a thing of the past. Whether you're a seasoned Photoshop veteran, a budding designer, or someone who simply has a good eye and artistic vision, this book will show you how to produce mockups and UI elements in a creative and productive way. Strongly of the opinion that design should not happen solely in a browser, Rick Moore demonstrates how to design mockups and UI elements with Illustrator in a way you may not have realized was possible. Learn which tools are best suited to a UI design workflow and how to customize Illustrator in a way that fits your style and flow. Rick provides expert guidance throughout the process, from the initial planning stages to finalizing and sharing your work with clients and others.

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First we'll run you through the basics of C# as well as object oriented programming before taking a quick tour through the latest features of C# 6 such as string interpolation for easier variable value output exception filtering and how to perform static class imports We'll also cover both the full feature mature .NET Framework and the new cross platform .NET Core After quickly taking you through C# and how .NET works we'll dive into the internals of the .NET class libraries covering topics such as performance monitoring debugging internationalization serialization and encryption We'll look at Entity Framework Core 1.0 and how to develop Code First entity data models as well as how to use LINQ to query and manipulate that data The final section will demonstrate the major types of applications that you can build and deploy cross device and cross platform In this section we'll cover Universal Windows Platform UWP apps web applications and web services Lastly we'll help you build a complete application that can be hosted on all of today's most popular platforms including Linux and Docker By the end of the book you'll be armed with all the knowledge you need to build modern cross platform applications using C# and .NET Core Style and approach This book takes a step by step approach and is filled with exciting projects and fascinating theory It uses three high impact sections to equip you with all the tools you'll need to build modern cross platform applications using C# and .NET Core

The Power of Automation: A Guide to Speeding Up Your Daily Tasks with AI Expert, Streamline Your Life with AI Powered Automation Tools Unlock the transformative potential of artificial intelligence with *The Power of Automation: A Guide to Speeding Up Your Daily Tasks with AI* This comprehensive guide is your essential resource for automating repetitive tasks boosting productivity and reclaiming time in 2025 Whether you're a busy professional entrepreneur or student this SEO optimized handbook provides step by step tutorials expert strategies and practical tips to integrate AI automation into your daily workflows using tools like Zapier Make and AI models What's Inside This Guide

Automation Fundamentals 1-10 Understand automation basics with AI tools like Zapier and Make Set up simple workflows e.g auto saving email attachments to Google Drive using prompts like "When I receive an email with an attachment save it to Drive"

11-20 Use AI to categorize emails or schedule tasks Example Connect Gmail with Notion via Zapier to log tasks from emails automatically

AI Powered Task Automation 21-30 Automate content creation with tools like ChatGPT or Jasper ai Prompt Generate 5 social media posts for a fitness brand every Monday Schedule posts via Buffer integration

31-40 Streamline data entry with AI data extraction Use tools like Parseur to extract invoice details into Google Sheets reducing manual input by 80%

41-50 Automate customer support with AI chatbots e.g CustomGPT ai Set up bots to handle FAQs on websites or Discord saving hours daily

Productivity Workflows 51-60 Sync calendars across platforms Google Calendar Outlook using Make to schedule meetings based on email triggers Example Create a Zoom meeting when I receive a client email

61-70 Automate file organization with AI powered tagging Use Google Cloud's Vision API to label and sort images or documents into folders

71-80 Generate reports with AI analytics tools like Power BI integrated with Gemini Prompt Analyze sales data from this CSV and create a weekly summary

Advanced Automation 81-90 Build custom scripts with Python and AI

APIs e.g. OpenAI Gemini for complex tasks like auto generating financial dashboards or scraping web data for research 91 95 Use low code platforms like Bubble with AI plugins to create automated apps such as a task tracker that prioritizes to do's with AI logic 96 100 Automate social media analytics with tools like Hootsuite Insights powered by AI tracking engagement and suggesting optimal posting times 101 Integrate multiple AI tools for end to end workflows e.g. use Perplexity AI for research Zapier for data transfer and Canva AI for visual reports Ethical Secure Automation Protect sensitive data with encryption e.g. AES 256 in automation workflows Comply with 2025 regulations like GDPR by using secure platforms and avoiding personal data in public AI prompts Why Choose This Guide Crafted by automation and AI experts this guide is packed with SEO optimized content to answer queries like AI automation 2025 automate daily tasks with AI or best AI productivity tools Updated for 2025 s latest tools including Zapier s AI Actions and Make s enhanced integrations it ensures you streamline tasks efficiently while maintaining security and ethics Perfect for Every User Beginners Start with no code tools like Zapier to automate simple tasks like email sorting or social media scheduling Professionals Optimize workflows with AI driven data analysis customer support automation or report generation for business efficiency Developers Build custom automation scripts with Python and AI APIs for tailored scalable solutions Why AI Automation is a Game Changer In 2025 AI automation saves businesses and individuals 20 30 hours weekly with 70% of companies adopting tools like Zapier and Make This guide empowers you to harness AI for repetitive tasks from scheduling to content creation freeing you to focus on high value work in a 200 billion automation market Get Your Copy Today Don t just work harder work smarter Grab The Power of Automation A Guide to Speeding Up Your Daily Tasks with AI to revolutionize your productivity Perfect for those searching for AI automation guide best AI productivity tools 2025 or automate tasks with AI this handbook is your key to a streamlined life Keywords AI automation 2025 automate daily tasks with AI best AI productivity tools Zapier AI workflows Make automation guide AI content creation secure AI automation Python AI scripts productivity hacks 2025 AI driven task management Universal Design for Web Applications Wendy Chisholm, Matt May, 2008-11-14 Describes how to use such standards based technologies as XHTML CSS and Ajax to develop a variety of Web applications and devices

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 **Windows 10: The Missing Manual** David Pogue, 2015-09-17 With Windows 8 Microsoft completely reimaged 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 **Search Engines for the World Wide Web** Alfred Glossbrenner,Emily Glossbrenner,1999 Harness the hidden powers of the Web search engines and save hours of frustration with the second edition of this easy to use guide updated to reflect overhauls in the major search sites

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