

# Windows® 11 & 10 Keyboard Shortcuts

## Quick Reference Guide

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### Accessibility

#### General Accessibility

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

#### Magnifier

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

#### Magnifier Reading Commands

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

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

### Command Prompt

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

### Common

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

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

### Dialog Box

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

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# 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

**Teach Yourself to Type with One Hand: A Comprehensive Guide to Mastering Typing with Ease** Pasquale De Marco, 2025-04-23 Master the Art of One Hand Typing A Comprehensive Guide to Enhanced Productivity and Efficiency In today's fast paced digital world the ability to type efficiently and accurately is a crucial skill for effective communication and productivity Teach Yourself to Type with One Hand A Comprehensive Guide to Mastering Typing with Ease provides a comprehensive guide to mastering one hand typing empowering you to unlock your full potential and elevate your typing skills to new heights This meticulously crafted guide takes you on a step by step journey transforming you from a typing novice to a proficient typist using just one hand With clear instructions practical exercises and expert tips you'll gain a thorough understanding of keyboard layout proper hand positioning and effective typing techniques Teach Yourself to Type with One Hand A Comprehensive Guide to Mastering Typing with Ease delves into specialized typing methods advanced techniques for speed and accuracy and strategies for overcoming physical limitations and mental blocks Whether you're a student a professional or simply someone who wants to communicate effectively online this guide provides the tools and knowledge you need to excel in one hand typing Discover the power of one hand typing and unlock a world of possibilities Enhance your communication skills boost your productivity and elevate your overall efficiency with this essential skill Teach Yourself to Type with One Hand A Comprehensive Guide to Mastering Typing with Ease is your ultimate companion on this transformative typing journey If you like this book write a review on google books

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Plus the supplied practice files give you a chance to hone your skills and put the book's lessons to work. For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

**Visio 2013 Absolute Beginner's Guide** Alan Wright, Chris Roth, 2013-07-22 Make the most of Visio 2013 without becoming a technical expert. This book is the fastest way to master Visio and use it to build powerful, useful diagrams, org charts, and flowcharts of all kinds. Even if you've never used Visio before, you'll learn how to do what you want, one incredibly clear and easy step at a time. Visio has never ever been this simple. Who knew how simple Visio 2013 could be? This is the easiest, most practical beginner's guide to using Microsoft Visio 2013: simple, reliable instructions for doing everything you really want to do. Here's a small sample of what you'll learn: Master new tools for creating intuitive, visually appealing diagrams; Learn high-efficiency touch features for Windows 8 and tablets; Create business and engineering diagrams, flowcharts, maps, floor plans, network diagrams, schedules, and more; Instantly set or change diagram designs with enhanced templates and themes; Simplify diagramming with built-in shapes and stencils or create your own; Craft more sophisticated diagrams with containers, callouts, screentips, and layers; Import external images from SVG graphics to AutoCAD drawings; Visually present Excel spreadsheet data in Visio drawings; Dynamically update diagrams with real-time data to support better decision-making; Share diagrams to improve team collaboration.

***Special Edition Using Microsoft Office Excel 2007*** Bill Jelen, 2002-12-05 THE ONLY EXCEL BOOK YOU NEED We crafted this book to grow with you, providing the reference material you need as you move toward Excel proficiency and use of more advanced features. If you buy only one book on Excel, *Special Edition Using Microsoft Office Excel 2007* is the book you need. Does your life play out in a spreadsheet? Do numbers in columns and rows make or break you in the work world? Tired of having numbers kicked in your face by other Excel power users who make your modest spreadsheets look paltry compared to their fancy charts and pivot tables? If you answered yes to any of these questions, *Special Edition Using Microsoft Office Excel 2007* is the book that will make it all better. Learn quickly and efficiently from a true Excel master using the tried and true *Special Edition Using* formula for success. Here you'll find information that's undocumented elsewhere, even in Microsoft's own Help systems. You'll learn from finely crafted real-life examples built by an author who lives and dies by the integrity of his spreadsheets. Excel's backbone is its formulas and functions. Master those, and you will master your spreadsheets. *Special Edition Using Microsoft Office Excel 2007* provides more down-and-dirty help with your formulas and functions than you'll find in any other book. See how it's done in real life. Don't settle for lame pivot table and chart examples found in other books. This book provides beautifully detailed examples that not only show you how it should be done, but how to be the local worksheet hero.

**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

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**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 Store's 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

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*The Usability Engineering Lifecycle* Deborah J. Mayhew, 1999-03-22 This text is about achieving usability in product user interface design through a process called Usability Engineering The techniques presented include not only UI requirements analysis but also organizational and managerial strategies

**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      *PC Mag* ,1996-06-11 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology

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web let s explore plant structures and functions seed dispersal and parts of a flower in the 3 investigations students dissect flowers to learn about the main parts of a flower explore plant structures and functions outside and observe seeds and how they move the investigations include teacher directions student recording pages discussion

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web you can use the post lab on the third page as a formative assessment where students label a diagram and match the parts with their roles this lab is aligned with florida s

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web activity begin the activity by reviewing the male and female parts of a flower it s helpful to have a diagram on the board

you will want to review the following points to reinforce

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web directions for dissection on the back side of this sheet fill in a box with the name how many and function of each part color code the box to match the flower part 1 find and

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