

# 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> or <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: **CTRL** **M**
  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	or <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 Keyboard Hotkeys Setup

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## **Microsoft Keyboard Hotkeys Setup:**

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Mastering Microsoft Windows Vista Home Guy Hart-Davis,2007-04-23 Configure run and troubleshoot Windows Vista Home Premium or Windows Vista Home Basic with the detailed coverage you ll find in this comprehensive guide With a task based approach and clear instructions this book helps you become an advanced user of Windows Vista even if you re just starting out From administering your computer and surfing the Web securely to advanced maneuvers such as creating your own movies and burning DVDs you ll find what you need to master the powerful features of Windows Vista

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