

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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TD Snyder



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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 **The Essential Guide to Comic Book Lettering** Nate Piekos,2021-10-20 Award winning comic book letterer and founder of Blambot com NATE PIEKOS provides in depth tips and techniques for modern digital comic book lettering From creating your own lettering templates and developing design skills to crafting emotive dialogue and dynamic sound effects PIEKOS offers a comprehensive look at what it means to build a lettering career in the comics industry today Featuring a foreword by famed X Men letterer TOM ORZECOWSKI **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 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 Computing Information Technology Steven R. Gordon,2003-01-01 From the senior management to the clerical and support group levels this study addresses the possible pitfalls and triumphs of implementing information technology IT into organizations in terms of organizational strategies structures and communication methods Issues of human computer interaction ethics privacy and security are raised to help facilitate a sociopragmatic and constuctivist understanding of IT culture **Xbox App For Windows User Guide** JUSTICE PROSE, Unlock the Full Power of the Xbox App on Your PC Without the Confusion or Guesswork Struggling to install the Xbox App on your Windows PC Confused by all the features subscriptions and settings You re not alone and this guide is exactly what you need to go from frustrated beginner to confident in control user Xbox App For Windows User Guide A Practical Walkthrough to Installation Game Management Cloud Gaming and Social Features for Seamless Xbox Integration on PC is your all in one companion for mastering the Xbox App whether you re looking to game casually explore Game Pass titles or tap into advanced features like

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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

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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 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

Windows 10 All-in-One For Dummies Woody Leonhard,2015-09-08 If you re a first time Windows 10 user looking for an authoritative accessible resource to the basics of this new operating system this all encompassing guide cuts through confusing jargon and provides all the guidance you need to make the most of Windows 10 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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