

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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