

Windows® 11 & 10 Keyboard Shortcuts

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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	LEFT 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
Run 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 | ANY KEY |

Command Prompt

Use Mark mode to navigate/select with arrow keys.	
Begin block selection (Mark mode)	ALT SELECTION 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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Windows 8 Short Dummies Guide

Katie Morris



Windows 8 Short Dummies Guide:

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Jason Scotts,2013-11-02 Are you the owner of a new Windows 8 computer and want to learn how to use it Are you coming from a previous version of Windows and you aren t quite sure where to find things now Or maybe you are looking to do a specific task like check email or view your photos and you just want simple step by step directions to show you how Well you ve come to the right place for all of that and more In this book Windows 8 User Guide Reloaded The Complete Beginners Guide 50 Bonus Tips to be a Power User Now you will learn the basics of getting around the new Windows 8 environment In this beginners book you will find instructions on how to do things like o Getting to know your way around the new Start Screen and Tiles o Learn how to work with Apps o Learn how to setup an internet connection on our computero How to setup and check Emailo How to get on the online Windows Store to download games Apps and bookso How to listen to your music and download new music from the online Windows Storeo How to watch your videos and download TV shows and Movies from the Online Windows Storeo Learn how to access your photos from your computer Facebook Flickr and SkyDrive Plus 50 Bonus tips on how to be a power Windows 8 users today

Windows 8.1 For Dummies Andy Rathbone,2013-10-07 The bestselling book on Windows now updated for the new 8.1 features Microsoft has fine tuned Windows 8 with some important new features and veteran author Andy Rathbone explains every one in this all new edition of a long time bestseller Whether you re using Windows for the first time upgrading from an older version or just moving from Windows 8 to 8.1 here s what you need to know Learn about the dual interfaces the new Start button how to customize the interface and boot operations and how to work with programs and files use the web and social media manage music and photos and much more You ll even find troubleshooting tips This edition covers the upgrades in Windows 8.1 including the dual interfaces basic mechanics file storage and how to get the free upgrade to Windows 8.1 Shows how to manipulate app tiles give Windows the look you choose set up boot to desktop capabilities connect to a network and create user accounts Covers working with programs apps and files using the Internet and social media new apps and capabilities for working with onboard and online media and how to move files to a new PC Written by Andy Rathbone author of every edition of the bestselling Windows For Dummies Windows 8.1 For Dummies is exactly what you need to get going and be productive with the newest Windows update

Windows 8 All-in-One For Dummies Woody Leonhard,2012-09-24 Ten minibooks in one great resource will get you fully up to speed on Windows 8 Promising an updated user interface new application to today s mobile world and increased connection to data and services that live in the cloud Windows 8 will have new features and perks you ll want to start using right away And that s where this bestselling guide comes in With ten minibooks in one it s packed with information on all aspects of the OS Take the guesswork out of Windows 8 from day one with this all in one resource Windows 8 boasts numerous exciting new features and this ten books in one reference is your one stop guide for discovering them all Provides

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Chambers,2013-04-11 A perfect companion for your PC Whether you use your PC for work or play there s a lot to learn and a lot of territory to discover so take along a good guide Serving up nine meaty minibooks this All in One guide covers essential PC topics from soup through nuts including the latest on PC hardware Windows 8 the Internet all the tools in Office 2013 digital media troubleshooting and maintenance upgrading your PC home networking and PC gaming You ll get to know your PC inside and out and find yourself turning to this terrific resource again and again This new edition features expanded coverage of home networking and desktop gaming cool hardware for hardcore gamers exciting new Windows 8 features and much more Nine minibooks provide a comprehensive PC overview and include PC Hardware Windows 8 The Internet Troubleshooting and Maintenance Office 2013 Music Movies and Photos Upgrading and Supercharging Home Networking and Gaming Explores step by step procedures for using the new Windows 8 operating system Delves into the techy nitty gritty on things like processor speeds hard drive capacities and upgrading Reviews ways to protect your PC from viruses offers troubleshooting tips and discusses how to supercharge your PC s performance PCs All in One For Dummies 6th Edition covers everything you need to know to get the most out of your PC Quicken 2013 For Dummies Stephen L.

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Windows 7 For Dummies Andy Rathbone,2009-09-08 The perfect plain English guide to the much anticipated release of Windows 7 Whether you re new to computers or just eager to start using the newest version of Windows Windows For Dummies Enhanced Edition answers all your questions about the changes and new tools in Windows 7 enhanced with detailed video tutorials Windows expert Andy Rathbone walks you step by step through the most common Windows 7 tasks including managing files applications media and Internet access You ll learn how to navigate the interface customize the desktop and work with the file system You ll then go deeper into the system discovering new features and improvements and finding tips and techniques for getting the most out of Windows 7 Covers basic management of applications files and data creating and printing documents setting up an Internet connection and e mail account and online security Includes specially produced videos explaining features and illustrating techniques in greater depth Explores using Windows to edit and manage audio video and photo files and how to create CDs DVDs and playlists with Media Center Helps you tweak and customize Windows 7 to operate your way and set up user accounts build a home network and maintain your PC Provides troubleshooting advice helps you find missing files and use the Help system and explains common error messages Windows 7 For Dummies Enhanced Edition will have you up and running on the newest version of Windows quickly and easily **The**

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Assembly Language: Simple, Short, and Straightforward Way of Learning Assembly Programming Dr. SHERWYN ALLIBANG, 2020-10-10 This book is intended for beginners who would like to learn the basics of Assembly Programming This book uses Simple words Short sentences and Straightforward paragraphs The triple S way to learn Assembly Programming The topics covered in this book includes a brief introduction to assembly common arithmetic instructions character and string input and display routines flow controls including conditional and looping statements stack and procedures This assembly language book is intended for complete beginners in assembly programming However it is assumed that the reader has prior or basic knowledge with other programming languages This book includes screenshots of step by step of how to code compile link and run assembly programs This book is packed with working sample assembly programs and after reading this book the reader would be able to develop assembly programs based particularly on problems given in computer science courses

Dragon NaturallySpeaking For Dummies Stephanie Diamond, 2013-04-22 Learn to speak Dragon with For Dummies Fully updated for the latest speech recognition tools and features this bestselling guide helps you conquer Dragon NaturallySpeaking and gets you started creating documents sending e mail searching the web and more using only your voice You'll learn Dragon basics like dictation formatting and proofreading before moving on to more advanced options including posting to social media sites developing custom commands troubleshooting and improving communication with Dragon Explains the ins and outs of voice recognition software and the wealth of possibilities available in Dragon NaturallySpeaking Discusses how Dragon NaturallySpeaking allows you to interact with and command your PC cruise through e mail update Facebook surf the web and create reports just by speaking Shows you how to increase your productivity at work and stay organized on the go with Dragon NaturallySpeaking Reveals time saving tips mistakes to avoid and the most common issues you may encounter when getting started with Dragon NaturallySpeaking Stop dragon your feet and get started with Dragon Naturally Speaking For Dummies 3rd Edition today

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Genealogy Online For Dummies Matthew L. Helm, April Leigh Helm, 2014-02-03 A guide to conducting genealogical research is updated to cover the latest online tools including social networks and mobile apps to explain how to trace ancestral histories locate family members and get information from government records

The Routledge Reviewer's Guide to Mixed Methods Analysis Anthony J. Onwuegbuzie, R. Burke Johnson, 2021-07-12 The Routledge Reviewer's Guide to Mixed Methods Analysis is a groundbreaking edited book the first devoted solely to mixed methods research analyses or mixed analyses Each of the 30 seminal chapters authored by internationally renowned scholars provides a simple and practical introduction to a method of mixed analysis Each chapter demonstrates how to conduct the analysis in easy to understand language Many of the chapters present new topics that have never been written before and all chapters offer cutting edge approaches to analysis The book contains the following four sections Part I Quantitative Approaches to Qualitative Data e g factor analysis of text multidimensional scaling of qualitative data Part II Qualitative Approaches to Quantitative Data e g qualitizing data mixed methodological discourse analysis Part III

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The book delves into Windows 8 Short Dummies Guide. Windows 8 Short Dummies Guide is an essential topic that must be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Windows 8 Short Dummies Guide, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:

- Chapter 1: Introduction to Windows 8 Short Dummies Guide
- Chapter 2: Essential Elements of Windows 8 Short Dummies Guide
- Chapter 3: Windows 8 Short Dummies Guide in Everyday Life
- Chapter 4: Windows 8 Short Dummies Guide in Specific Contexts
- Chapter 5: Conclusion

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4. In chapter 3, the author will examine the practical applications of Windows 8 Short Dummies Guide in daily life. The third chapter will showcase real-world examples of how Windows 8 Short Dummies Guide can be effectively utilized in everyday scenarios.

5. In chapter 4, this book will scrutinize the relevance of Windows 8 Short Dummies Guide in specific contexts. This chapter will explore how Windows 8 Short Dummies Guide is applied in specialized fields, such as education, business, and technology.

6. In chapter 5, this book will draw a conclusion about Windows 8 Short Dummies Guide. The final chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Windows 8 Short Dummies Guide.

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Windows 8 Short Dummies Guide Introduction

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