

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	 + 
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

Mark L. Chambers



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your debt and maximize your investments categorize deductions and plan for tax time Cover **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 Intermittent Fasting: The Complete Beginners Guide to Intermittent Fasting to Rapidly Lose Weight, Burn Fat, and Heal Your Body Felicia Renolds, Did you know that your body can become a powerful fat burning machine even while you are sleeping Do you think that your age or your genetics are holding you back While this could be true the real truth is that you have MUCH MORE of your potential that you can achieve and realize than you currently know Your body is an amazing powerful machine that when given the right set of instructions can change dramatically on a dime Intermittent Fasting The Complete Beginners Guide to Intermittent Fasting to Rapidly Lose Weight Burn Fat and Heal Your Body is a book you should read if you are interested in learning more about how you can improve your health lose weight boost your self esteem and in essence become the best version of yourself This book offers an in depth look into Intermittent Fasting and its life changing benefits The topics it tackles include How to Take the First Step Weight Loss Causes of Weight Gain and Obesity Keeping Your Metabolism on its Toes Different Fasting Techniques The History of Fasting The Best Food Options You Can Eat And More So if you re ready to push past limits and break through barriers of your genetic and physical potential scroll up and click the Buy Now button and begin using Intermittent Fasting to blast through to a whole new level of optimized health and a whole new YOU *QuickBooks 2014 All-in-One For Dummies* Stephen L. Nelson, 2013-10-24 Keep your budget on track and your business booming with QuickBooks 2014 All in One For Dummies QuickBooks is your one stop shop for taking care of all those financial chores that are essential to keep your small business up and running and this all in one guide makes managing your books easier than ever Written by CPA and trusted financial author Stephen L Nelson this popular For

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of qualitative data Part II Qualitative Approaches to Quantitative Data e g qualitzing data mixed methodological discourse analysis Part III Inherently Mixed Analysis Approaches e g qualitative comparative analysis mixed methods social network analysis social media analytics as mixed analysis GIS as mixed analysis and Part IV Use of Software for Mixed Data Analysis e g QDA Miner WordStat MAXQDA NVivo SPSS The audience for this book includes a researchers evaluators and practitioners who conduct a variety of research projects and who are interested in using innovative analyses that will allow them to extract more from their data b academics including faculty who would use this book in their scholarship as well as in their graduate level courses and graduate students who need access to a comprehensive set of mixed analysis tools for their dissertations theses and other research assignments and projects and c computer assisted data analysis software developers who are seeking additional mixed analyses to include within their software programs Chapter 24 of this book is freely available as a downloadable Open Access PDF at <http://www.taylorfrancis.com> under a Creative Commons Attribution Non Commercial No Derivatives CC BY NC ND 4 0 license

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