

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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Windows 81and Internet Explorer11 Shortcuts And Reference

Dan Gookin



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Internet Explorer 11 for Windows 8. 1 Update Quick Reference Guide Beezix Software Services, 2014-04-21 Two page laminated quick reference card showing step by step instructions and shortcuts for how to use Internet Explorer 11 running on Windows 8.1 Update and RT 8.1 Update Written with Beezix's trademark focus on clarity accuracy and the user's perspective this guide will be a valuable resource to improve your proficiency in using Internet Explorer 11 for Windows 8.1 This guide incorporates changes brought by the Windows 8.1 Update released in early April Microsoft is urging all users of Windows 8.1 to ensure the update is installed by June 10 2014 or risk not receiving future patches Not sure if you have the Update If you have shut down and search buttons at the top right of your Windows 8.1 Start screen then you have the Update The Following Topics are Covered Navigating Windows Store App and Desktop App Understanding Internet Addresses Entering a Website Address Monitoring Activity Going Back and Forward Going to Your Home Page Setting Browser Home Pages Zooming In Out Using the Information Bar Downloading Files Searching for a Site Changing the Default Search Provider Adding a Search Provider Opening Multiple Pages at a Time Saving Favorite Sites for Future Visits Visiting Favorite Sites Finding Words on a Page Printing a Web Page Pinning Websites to the Start Screen Pinning Websites to the Taskbar Using Jump Lists Unpinning a Web Site Dealing with an Unsafe Site InPrivate Browsing Windows Store App Only Using Flip Ahead Visiting Pinned Frequent and Favorite Sites Desktop Only Show Hide the Menu Bar Show Hide the Favorites Command and Status Bars Show Hide Favorites Feeds History Using the Favorites Bar Visiting Previously Viewed Pages Organizing Favorites Using Web Accelerators Includes a list of keyboard shortcuts [Windows XP For Dummies Quick Reference](#) Greg Harvey, 2004-09-23 Next to your keyboard and mouse this could be your most important accessory Just keep it next to your keyboard and your mouse and refer to it to capitalize on the terrific capabilities at your fingertips with Windows XP Windows XP For Dummies Quick Reference Second Edition covers the latest updates to Windows XP including enhanced security and changes to Internet Explorer It starts with the basics for true beginners goes through everyday stuff and progresses to the Web accessories and the control panel After a quick introduction to the desktop My Documents dialogue boxes and other basic info you'll explore Customizing your desktop Saving music with Windows Media Player Browsing drives folders and files Dragging dropping cutting and pasting Playing music videos and movies Browsing with Internet Explorer Sending and receiving e-mails Using Windows Accessories Written by Greg Harvey author of Excel 2002 For Dummies and more than 50 other computer books Windows XP For Dummies Quick Reference 2nd Edition is so clear and concise it turns computer phobes into computer geeks with step by step guides to Using the Home Networking Wizard so two or more home computers can share a single Internet connection and other resources Creating slideshows with your graphics files Producing videos with Windows Movie Maker accessory program Downloading Microsoft Reader free and then downloading eBooks many are free and saving them in My Library Using the link to the Photo Printing Wizard to format and

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Windows 98 in 24 Hours Macmillan General Reference Staff,Macmillan Publishing,MacMillan General Reference,1998-07

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