

# Windows® 11 & 10 Keyboard Shortcuts

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## Quick Reference Guide

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### Accessibility

#### General Accessibility

|                                        |                                                   |
|----------------------------------------|---------------------------------------------------|
| Move keyboard focus to voice typing    | <b>ALT</b> <b>H</b>                               |
| Open Accessibility settings            | <b>U</b>                                          |
| Open Narrator settings                 | <b>CTRL</b> <b>N</b>                              |
| Open Quick settings                    | <b>A</b>                                          |
| Open Search (in most apps)             | <b>CTRL</b> <b>E</b>                              |
| Open voice typing                      | <b>H</b>                                          |
| Open Widgets                           | <b>W</b>                                          |
| Turn color filters on/off (if enabled) | <b>CTRL</b> <b>C</b>                              |
| Turn Filter Keys on/off                | <b>RIGHT SHIFT</b> (eight seconds)                |
| Turn High Contrast on/off              | <b>LEFT ALT</b> <b>LEFT SHIFT</b> <b>PRT SC</b>   |
| Turn Mouse Keys on/off                 | <b>LEFT ALT</b> <b>LEFT SHIFT</b> <b>NUM LOCK</b> |
| Turn On-Screen Keyboard on/off         | <b>CTRL</b> <b>O</b>                              |
| Turn Speech Recognition on/off         | <b>CTRL</b> <b>S</b>                              |
| Turn Sticky Keys on/off                | <b>SHIFT</b> (five times)                         |
| Turn Toggle Keys on/off                | <b>NUM LOCK</b> (five seconds)                    |

#### Magnifier

|                                  |                                            |
|----------------------------------|--------------------------------------------|
| Cycle through views              | <b>CTRL</b> <b>ALT</b> <b>M</b>            |
| Invert colors                    | <b>CTRL</b> <b>ALT</b> <b>I</b>            |
| Open Magnifier settings          | <b>CTRL</b> <b>M</b>                       |
| Run in direction of arrow keys   | <b>CTRL</b> <b>ALT</b> <b>↑ ↓ ← →</b>      |
| Show desktop in full screen view | <b>CTRL</b> <b>ALT</b> <b>SPACE</b>        |
| Switch to docked view            | <b>CTRL</b> <b>ALT</b> <b>D</b>            |
| Switch to full screen view       | <b>CTRL</b> <b>ALT</b> <b>F</b>            |
| Switch to lens view              | <b>CTRL</b> <b>ALT</b> <b>L</b>            |
| Turn Magnifier off               | <b>ESC</b>                                 |
| Turn Magnifier on                | <b>+</b>                                   |
| Zoom in/out                      | <b>+</b> <b>←</b> <b>→</b>                 |
| Zoom in/out (mouse scroll wheel) | <b>CTRL</b> <b>ALT</b> <b>SCROLL WHEEL</b> |

#### 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      | <b>CTRL</b> <b>ALT</b> <b>LEFT CLICK</b> |
| Read next sentence           | <b>CTRL</b> <b>ALT</b> <b>K</b>          |
| Read previous sentence       | <b>CTRL</b> <b>ALT</b> <b>H</b>          |
| Start, pause, resume reading | <b>CTRL</b> <b>ALT</b> <b>ENTER</b>      |
| Stop reading                 | <b>ANY KEY</b>                           |

### Command Prompt

|                                                   |                                 |
|---------------------------------------------------|---------------------------------|
| Use Mark mode to navigate/select with arrow keys. |                                 |
| Begin block selection (Mark mode)                 | <b>ALT</b> <b>SELECTION KEY</b> |
| Copy selected text                                | <b>CTRL</b> <b>C</b>            |
| Enter Mark mode                                   | <b>CTRL</b> <b>M</b>            |
| Move cursor in direction (Mark mode)              | <b>↑ ↓ ← →</b>                  |
| Move cursor one page down (Mark mode)             | <b>PAGE DOWN</b>                |
| Move cursor one page up (Mark mode)               | <b>PAGE UP</b>                  |
| Move cursor to end of buffer (Mark mode)          | <b>CTRL</b> <b>END</b>          |
| Move cursor to start of buffer (Mark mode)        | <b>CTRL</b> <b>HOME</b>         |
| Paste selected text                               | <b>CTRL</b> <b>V</b>            |
| Scroll window down one line                       | <b>CTRL</b> <b>↓</b>            |
| Scroll window up one line                         | <b>CTRL</b> <b>↑</b>            |

### Common

|                                            |                                        |
|--------------------------------------------|----------------------------------------|
| Activate Menu bar in active app            | <b>F10</b>                             |
| Close active document (full-screen apps)   | <b>CTRL</b> <b>F4</b>                  |
| Close active item or exit active app       | <b>ALT</b> <b>F4</b>                   |
| Copy selected item                         | <b>CTRL</b> <b>C</b>                   |
| Cut selected item                          | <b>CTRL</b> <b>X</b>                   |
| Cycle through items in order opened        | <b>ALT</b> <b>ESC</b>                  |
| Cycle through elements in window/desktop   | <b>F6</b>                              |
| Delete selected item, move to Recycle Bin  | <b>CTRL</b> <b>D</b>                   |
| Delete selected item, skip Recycle Bin     | <b>SHIFT</b> <b>DEL</b>                |
| Display address bar list in File Explorer  | <b>F4</b>                              |
| Display or hide desktop                    | <b>D</b>                               |
| Display properties of selected item        | <b>ALT</b> <b>ENTER</b>                |
| Display shortcut menu for selected item    | <b>SHIFT</b> <b>F10</b>                |
| Go back                                    | <b>ALT</b> <b>←</b>                    |
| Go forward                                 | <b>ALT</b> <b>→</b>                    |
| Lock PC                                    | <b>L</b>                               |
| Move cursor to start of next paragraph     | <b>CTRL</b> <b>↓</b>                   |
| Move cursor to start of next word          | <b>CTRL</b> <b>→</b>                   |
| Move cursor to start of previous paragraph | <b>CTRL</b> <b>↑</b>                   |
| Move cursor to start of previous word      | <b>CTRL</b> <b>←</b>                   |
| Move group/file on Start menu              | <b>ALT</b> <b>SHIFT</b> <b>↑ ↓ ← →</b> |
| Move one screen down                       | <b>PAGE DOWN</b>                       |
| Move one screen up                         | <b>PAGE UP</b>                         |
| Open next menu to left or close a submenu  | <b>←</b>                               |
| Open next menu to right or open a submenu  | <b>→</b>                               |

|                                                 |                                         |
|-------------------------------------------------|-----------------------------------------|
| Open Search (in most apps)                      | <b>CTRL</b> <b>E</b>                    |
| Open shortcut menu for active window            | <b>ALT</b> <b>SPACE</b>                 |
| Open Task Manager                               | <b>CTRL</b> <b>SHIFT</b> <b>ESC</b>     |
| Open/close Start                                | <b>OR</b> <b>CTRL</b> <b>ESC</b>        |
| Paste selected item                             | <b>CTRL</b> <b>V</b>                    |
| Perform command for a letter                    | <b>ALT</b> <b>UNDERLINED LETTER</b>     |
| Redo action                                     | <b>CTRL</b> <b>Y</b>                    |
| Refresh active window                           | <b>CTRL</b> <b>R</b>                    |
| Rename selected item                            | <b>F2</b>                               |
| Screenshot: Active app window                   | <b>ALT</b> <b>PRT SC</b>                |
| Screenshot: Entire desktop                      | <b>PRT SC</b>                           |
| Screenshot: Open Feedback Hub first             | <b>F</b>                                |
| Screenshot: Snip & Sketch                       | <b>SHIFT</b> <b>S</b>                   |
| Screenshot: Save full screen screenshot to file | <b>PRT SC</b>                           |
| Search for a file or folder in File Explorer    | <b>F3</b>                               |
| Select all items in document or window          | <b>CTRL</b> <b>A</b>                    |
| Select block of text                            | <b>CTRL</b> <b>SHIFT</b> <b>↑ ↓ ← →</b> |
| Select multiple adjacent items                  | <b>SHIFT</b> <b>↑ ↓ ← →</b>             |
| Select non-adjacent items                       | <b>CTRL</b> <b>↑ ↓ ← →</b> <b>SPACE</b> |
| Show password on sign-in screen                 | <b>ALT</b> <b>F8</b>                    |
| Stop or leave current task                      | <b>ESC</b>                              |
| Switch keyboard layout (if available)           | <b>CTRL</b> <b>SHIFT</b>                |
| Switch open apps by selecting app               | <b>CTRL</b> <b>ALT</b> <b>TAB</b>       |
| Switch open windows                             | <b>ALT</b> <b>TAB</b>                   |
| Undo action                                     | <b>CTRL</b> <b>Z</b>                    |

### Dialog Box

|                                          |                                     |
|------------------------------------------|-------------------------------------|
| Display items in active list             | <b>F4</b>                           |
| Move back through options                | <b>SHIFT</b> <b>TAB</b>             |
| Move back through tabs                   | <b>CTRL</b> <b>SHIFT</b> <b>TAB</b> |
| Move forward through options             | <b>TAB</b>                          |
| Move forward through tabs                | <b>CTRL</b> <b>TAB</b>              |
| Perform command for a letter             | <b>ALT</b> <b>UNDERLINED LETTER</b> |
| Select button in group of option buttons | <b>↑ ↓ ← →</b>                      |
| Select or clear check box                | <b>SPACE</b>                        |

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# Windows 8 Short Dummies Guide

**Andy Rathbone**



## **Windows 8 Short Dummies Guide:**

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**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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**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

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**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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**Windows 8 For Dummies Quick Reference** John Paul Mueller,2012-11-06 The handy and fast reference for mastering Windows 8 This quick and easy reference is designed for all users newbies and seasoned who are comfortable with the Windows OS and need a fast reference to solve a problem or navigate a new feature without context or explanation It will be the must have reference for anyone using Windows 8 Offers quick answers and solutions so readers can read less and do more Includes new elements such as Control Panel guide icon glossary shortcuts and other tools users can leverage to move quickly and efficiently through Windows 8 Get the completely updated and overhauled edition of this bestselling book with a newly refreshed easy to use format

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