

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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Computer Software Training & Continuing Education



Microsoft 2015 Shortcuts Guide

Bill Jelen

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

Microsoft 2015 Shortcuts Guide:

Peter Norton's Complete Guide to Windows XP Peter Norton, John Paul Mueller, 1997-10-28 Peter Norton's Complete Guide to Microsoft Windows XP is a comprehensive user friendly guide written in the highly acclaimed Norton style This unique approach teaches the features of Windows XP with clear explanations of the many new technologies designed to improve your system performance The book demonstrates all of the newest features available for increasing your OS performance You will find Peter's Principles communications networking printing performance troubleshooting and compatibility tips throughout the book Whether you're just starting out or have years of experience Peter Norton's Guide to Microsoft Windows XP has the answers explanations and examples you need

KeyBoard Shortcuts Guide Microsoft Applications for Widows Evgenia Naumchenko, 2017-10-13 This book is an extensive Shortcut guide for all the important Microsoft applications Microsoft Excel Microsoft Word Microsoft Outlook Microsoft Access Microsoft OneNote and many others

Mike Meyers' A+ Guide: PC Technician (Exams 220-602, 220-603, & 220-604) Michael Meyers, 2007-07-12 Essential Skills for a Successful IT Career Mike Meyers the leading authority on CompTIA A training and certification has helped hundreds of thousands of people master the skills covered on the CompTIA A exams and now he can help you too Completely updated for the new CompTIA A standards Mike Meyers CompTIA A R Guide PC Technician will help you pass CompTIA A exams 220 602 220 603 and 220 604 and become an expert computer technician Inside you'll find helpful on the job tips end of chapter practice questions and hundreds of photographs and illustrations Learn how to Work with CPUs RAM and motherboards Configure CMOS and BIOS settings Install internal devices and removable media drives Provide proper power and cooling Install and configure hard drives Work with the command line interface Troubleshoot Windows 2000 Professional and Windows XP Work with portable PCs PDAs and wireless technologies Install sound and video cards Install and troubleshoot printers Connect to networks and manage Internet connections Implement security measures Establish good communication skills The CD ROM features Two full practice exams for each CompTIA A exam 220 602 220 603 and 220 604 One hour of LearnKey video training featuring Mike Meyers teaching key CompTIA A topics Electronic copy of the book Complete exam objective map List of official CompTIA A acronyms Useful tools and utilities for PC technicians Each chapter includes Learning objectives Photographs and illustrations Real world examples Try This and Cross Check exercises Tech tips notes and warnings End of chapter quizzes and lab projects

Microsoft Office Excel 2007 in Depth Bill Jelen, 2008 Microsoft Office Excel 2007 In Depth will ease the upgrade path to the latest version of Microsoft best selling spreadsheet program The author introduces you to the new interface allowing you to quickly get back up to speed in performing your job and will then introduce the powerful new features available in Excel 2007 Summary This book has been crafted to grow with the user providing the reference material needed for move towards Excel proficiency and use of more advanced features If you buy only one book on Excel Microsoft Office Excel 2007 In Depth is the one to choose Does your life

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Special Edition Using Microsoft Office Excel 2007 Bill Jelen, 2002-12-05 THE ONLY EXCEL BOOK YOU NEED We crafted this book to grow with you providing the reference material you need as you move toward Excel proficiency and use of more advanced features If you buy only one book on Excel *Special Edition Using Microsoft Office Excel 2007* is the book you need Does your life play out in a spreadsheet Do numbers in columns and rows make or break you in the work world Tired of having numbers kicked in your face by other Excel power users who make your modest spreadsheets look paltry compared to their fancy charts and pivot tables If you answered yes to any of these questions *Special Edition Using Microsoft Office Excel 2007* is the book that will make it all better Learn quickly and efficiently from a true Excel master using the tried and true *Special Edition Using* formula for success Here you ll find information that s undocumented elsewhere even in Microsoft s own Help systems You ll learn from finely crafted real life examples built by an author who lives and dies by the integrity of his spreadsheets Excel s backbone is its formulas and functions Master those and you will master your spreadsheets *Special Edition Using Microsoft Office Excel 2007* provides more down and dirty help with your formulas and functions than you ll find in any other book See how it s done in real life Don t settle for lame pivot table and chart examples found in other books This book provides beautifully detailed examples that not only show you how it should be done but how to be the local worksheet hero

Pro Expression Blend 4 Andrew Troelsen, 2011-07-14 *Pro Expression Blend 4* is for NET developers and graphical artists who want to learn the ins and outs of the Expression Blend integrated development environment You may know already that this tool can be used to build Windows Presentation Foundation WPF Silverlight and Windows Phone 7 applications however this book will

take you well beyond the basics and provide you with a detailed examination of key Blend topics including workspace customization graphics layout styles themes data binding and the use of SketchFlow giving you an excellent understanding of the Blend product and what it can do for you Over the course of these eight chapters you will learn numerous techniques to simplify the authoring of XAML using Blend These include Transforming a vector graphic into a custom control template with a few clicks of the mouse Generating complex animations using an integrated timeline editor Visually designing interactive data templates Creating prototypes via SketchFlow that can be transformed into production level code Throughout Pro Expression Blend 4 you ll work with both Blend and NET code to finalize fully functional projects that will provide both valuable insights and a sound foundation for your future WPF and Silverlight projects Each chapter will give you ample opportunity to build NET software using Blend However this is not a programming book per se While some examples will require a manageable amount of C code this book is squarely focused on helping you gain mastery over the numerous tools editors designers and wizards of the Microsoft Expression Blend IDE

The ABC's of Microsoft Internet Explorer 3 John Ross,1996 Aimed at the consumer who is familiar with Windows 95 but not with Internet Explorer this book focuses on providing clear and concise instructions for maximizing the readers time on the Net It offers an alternative to the person in the next cube who might otherwise be consulted for help

iWork - Numbers , Adaptive Technology for the Internet Barbara T. Mates,Doug Wakefield,Judith M. Dixon,2000 This work demonstrates how to make electronic information resources available to people with disabilities The authors offer advice on technologies including screen readers Braille screens voice recognition systems hearing assistance devices and HTML coding for accessibility In addition to product descriptions they cover the infrastructure issues like funding and staff training A listing of adaptive technology programmes in libraries around America is provided

Mike Meyers' A+ Guide: Essentials (Exam 220-601) Mike Meyers,2007-04-22 Essential Skills for a Successful IT Career Mike Meyers the leading authority on CompTIA A training and certification has helped hundreds of thousands of people master the skills covered on the CompTIA A Essentials exam and now he can help you too Completely updated for the new CompTIA A standards Mike Meyers CompTIA A Guide Essentials will help you pass CompTIA A exam 220 601 and become an expert hardware technician Inside you ll find helpful on the job tips end of chapter practice questions and hundreds of photographs and illustrations Covers all CompTIA A Essentials Exam Topics Including CPUs and RAM CMOS and BIOS settings Expansion bus Motherboards Power supplies Hard drives Removable media Windows 2000 Professional and Windows XP Input output ports Video cards Portable PCs PDAs and wireless technologies Printers Networks Security The CD ROM Features Two full practice exams covering the CompTIA A Essentials exam One hour of LearnKey video training featuring Mike Meyers teaching key CompTIA A topics Electronic copy of the book Complete exam objective map List of official CompTIA A acronyms Useful tools and utilities for PC technicians Each Chapter Includes Learning objectives Photographs and illustrations Real world examples Try This and Cross Check exercises Tech tips notes

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Table of Contents Microsoft 2015 Shortcuts Guide

1. Understanding the eBook Microsoft 2015 Shortcuts Guide
 - The Rise of Digital Reading Microsoft 2015 Shortcuts Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft 2015 Shortcuts Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft 2015 Shortcuts Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft 2015 Shortcuts Guide
 - Personalized Recommendations
 - Microsoft 2015 Shortcuts Guide User Reviews and Ratings
 - Microsoft 2015 Shortcuts Guide and Bestseller Lists
5. Accessing Microsoft 2015 Shortcuts Guide Free and Paid eBooks

- Microsoft 2015 Shortcuts Guide Public Domain eBooks
- Microsoft 2015 Shortcuts Guide eBook Subscription Services
- Microsoft 2015 Shortcuts Guide Budget-Friendly Options
- 6. Navigating Microsoft 2015 Shortcuts Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft 2015 Shortcuts Guide Compatibility with Devices
 - Microsoft 2015 Shortcuts Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft 2015 Shortcuts Guide
 - Highlighting and Note-Taking Microsoft 2015 Shortcuts Guide
 - Interactive Elements Microsoft 2015 Shortcuts Guide
- 8. Staying Engaged with Microsoft 2015 Shortcuts Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft 2015 Shortcuts Guide
- 9. Balancing eBooks and Physical Books Microsoft 2015 Shortcuts Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft 2015 Shortcuts Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft 2015 Shortcuts Guide
 - Setting Reading Goals Microsoft 2015 Shortcuts Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft 2015 Shortcuts Guide
 - Fact-Checking eBook Content of Microsoft 2015 Shortcuts Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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Grofman, Bernard. Contents: The recent evolution of voting rights law affecting racial and language minorities ... Quiet Revolution in the South: The Impact of the Voting ... by ME Rush · 1996 — Quiet Revolution in the South: The Impact of the Voting Rights Act 1965–1990. Edited by Chandler Davidson and Bernard Grofman. the impact of the Voting rights act, 1965-1990 This work is the first systematic attempt to measure the impact of the Voting Rights Act of 1965, commonly regarded as the most effective civil rights ... Quiet Revolution in the South: The Impact of the Voting ... Marshaling a wealth of detailed evidence, the contributors to this volume show how blacks and Mexican Americans in the South, along with the Justice Department, ... Basic English Grammar, 3rd Edition (Book only) by AZAR Comprehensive, corpus-informed grammar syllabus * The verb-tense system, modals, gerunds, and infinitives. * Nouns, articles, pronouns, and agreement. * ... Basic-English-Grammar-3rd-Ed.pdf - DG Class BASIC. ENGLISH. GRAMMAR. Third Edition. AUDIO. INCLUDED with Answer Key. PEARSON. Longman. Betty Schramper Azar. Stacy A. Hagen. Page 4. Basic English Grammar, ... Basic English Grammar, Third... by Betty Schramper Azar Basic English Grammar, Third Edition (Full Student Book with Audio CD and Answer Key) is an excellent resource for teaching the basics of English structure and ... Basic English Grammar, Third Edition (Full Student Book ... Basic English Grammar, Third Edition (Full Student Book with Audio CD and Answer Key). by Betty Schramper Azar, Stacy A. Hagen. PaperBack. Basic English Grammar, 3rd Edition (Book only) - Softcover Blending communicative and interactive approaches with tried-and-true grammar teaching, Basic English Grammar, Third Edition, by Betty Schramper Azar and Stacy ... (PDF) Betty Schramper Azar - BASIC ENGLISH GRAMMAR Betty Schramper Azar - BASIC ENGLISH GRAMMAR - 3rd edition. by Nadya Dewi. 2006. See Full PDF Download PDF. See Full PDF Download PDF. Loading. Basic English Grammar, 3rd Edition (Book & CD, without ... Minimal grammar terminology for ease of understanding. In-depth grammar practice Immediate application of grammatical forms and meanings. A variety of exercise ... Basic English Grammar by Stacy A. Hagen and Betty ... Blending communicative and interactive approaches with tried-and-true grammar teaching, "Basic English Grammar, " Third Edition, by Betty Schramper Azar and ... The Five Fingers by Gayle Rivers Genre/Quick Summary (No Spoilers): Seven men are sent into the jungles of eastern Asia to ambush and assassinate high level Chinese and North Vietnamese ... The Five Fingers - Gayle Rivers, James Hudson: Books This is an older book that purports to be a novelization of a Vietnam War special operation that went bad. ... The accounts of combat seem pretty realistic and ... Five Fingers, The book by Gayle Rivers Debate rages about the veracity of this book, but one thing remains: it is a monumental nail-biter/page-turner. Fans of war stories will not find better ... 5 Fingers The film is based on the true story of Albanian-born Elyesa Bazna, a spy with the code name of Cicero who worked for the Nazis in 1943–44 while he was employed ... 5 Fingers (1952) The story is one of 20th Century Fox's series of documentary-style films based on real events during World War II. The sense of danger and suspense is well ... Five Fingers, The: Rivers, Gayle This is an older book that purports to be a novelization of a Vietnam War special operation that went bad. ... The accounts of combat seem pretty

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