

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

ALT U

Open Narrator settings

ALT N

Open Quick settings

ALT A

Open Search (in most apps)

CTRL E

Open voice typing

ALT H

Open Widgets

ALT W

Turn color filters on/off (if enabled)

CTRL C

Turn Filter Keys on/off

SHIFT K (five seconds)

Turn High Contrast on/off

LEFT SHIFT PR SC

Turn Mouse Keys on/off

LEFT ALT 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 item 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 SHIFT 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 bar in File Explorer

F4

Display or hide desktop

ALT D

Display properties of selected item

ALT ENTER

Display shortcut menu for selected item

SHIFT F10

Go Back

ALT ←

Go forward

ALT →

Lock PC

ALT 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 groupfile 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

ALT OR CTRL ESC

Paste selected item

CTRL V

Perform command for a letter

ALT UNDERLINE LETTER

Redo action

CTRL Y

Refresh active window

CTRL R

Renamer 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

ALT 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 UNDERLINE LETTER

Select button in group of option buttons

↑ ↓ ← →

Select or clear check box

SPACE

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Microsoft 2015 Shortcuts Guide

Bill Jelen

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+ 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; and much more. 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's 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 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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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 practiceImmediate 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

realistic and ... Book Review: The Five Fingers Aug 3, 2019 — 'The Five Fingers' first was published in hardback in 1978. This Bantam paperback edition (339 pp) was published in June 1979; the cover artist ... gayle rivers - five fingers The Five Fingers by Gayle Rivers, James Hudson and a great selection of related books, art and collectibles available now at AbeBooks.com.