

# Windows® 11 & 10 Keyboard Shortcuts

## 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>SHIFT</b> <b>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>
Pan in direction of arrow keys	<b>CTRL</b> <b>ALT</b> <b>↑</b> <b>↓</b> <b>←</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> or <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:	<b>CTRL</b> <b>M</b>
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>ONLY OFF</b>

### Command Prompt

Use Mark mode to navigate/select with arrow keys.	
Begin block selection (Mark mode)	<b>ALT</b> <b>SELECT FROM 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> <b>↓</b> <b>←</b> <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> <b>↓</b> <b>←</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	or <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> <b>↓</b> <b>←</b> <b>→</b>
Select multiple adjacent items	<b>SHIFT</b> <b>↑</b> <b>↓</b> <b>←</b> <b>→</b>
Select non-adjacent items	<b>CTRL</b> <b>↑</b> <b>↓</b> <b>←</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> <b>↓</b> <b>←</b> <b>→</b>
Select or clear check box	<b>SPACE</b>

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# Microsoft 2015 Shortcuts Guide

**Michael Meyers**



## **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

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**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

**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 play out in a

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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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web mar 31 2022 content the celpip general ls test is one 1 hour and ten 10 minutes long the time allocated to each skill is the following listening 47 55 minutes speaking 15 20 minutes each section of the celpip test is divided into parts

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