

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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Computer Software Training & Consulting Education



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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.

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. 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; an electronic copy of the book; a complete exam objective map; a 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.

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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Special Edition Using Microsoft Office Excel 2007

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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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web each component of the celpip general test and the celpip general ls test is given a celpip level below is a chart of each celpip level and its corresponding description since the celpip test scores have been calibrated against the canadian language benchmark clb levels we have included the clb level equivalencies for

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