Windows 11 & 10 Keyboard Shortcuts

Quick Reference Guide

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Accessibility

General Accessibility

Action	Shortcut
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	LEFT 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

Action	Shortcut
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.

Action	Shortcut
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.

Action	Shortcut
Begin block selection (Mark mode)	ALT SELECTION 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

Action	Shortcut
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/tile 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	→

Action	Shortcut
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

Action	Shortcut
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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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 ExcelMicrosoft WordMicrosoft OutlookMicrosoft AccessMicrosoft 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 motherboardsConfigure CMOS and BIOS settings Install internal devices and removable media drivesProvide proper power and cooling Install and configure hard drives Work with the command line interfaceTroubleshoot 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 connectionsImplement security measuresEstablish 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 bookComplete exam objective mapList of official CompTIA A acronymsUseful 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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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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