

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 (five 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

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	+ + -
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 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

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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Windows 8 Short Dummies Guide

Thomas Belle



Windows 8 Short Dummies Guide:

Windows 8 All-in-One For Dummies Woody Leonhard,2012-09-24 Ten minibooks in one great resource will get you fully up to speed on Windows 8 Promising an updated user interface new application to today s mobile world and increased connection to data and services that live in the cloud Windows 8 will have new features and perks you ll want to start using right away And that s where this bestselling guide comes in With ten minibooks in one it s packed with information on all aspects of the OS Take the guesswork out of Windows 8 from day one with this all in one resource Windows 8 boasts numerous exciting new features and this ten books in one reference is your one stop guide for discovering them all Provides top notch guidance from trusted and well known Windows expert and author Woody Leonhard Covers Windows 8 inside and out including how to customize Windows 8 Windows 8 and the Internet security networking multimedia and more Make your move to Windows 8 easy with Windows 8 All in One For Dummies

Absolute Beginners Guide to Computing Wallace Wang,2016-11-25 Learn and understand how you can perform a wide range of tasks on your new Windows computer including managing files browsing the internet and protecting yourself as well as interacting with Cortana Using Absolute Beginners Guide to Computing you will see how to use Windows and how you can connect and communicate with others You will learn the basics of browsing the web how to send email and sign up for services You will learn about some of the social media sites such as Facebook and Twitter You will also learn how to connect and use external hardware and process digital music photos and video Written by an author who has written multiple computing titles this book is friendly and approachable and can teach anyone how to use a computer With simple steps easy troubleshooting and online resources it s the best place to learn how to make computing a part of your life What You ll Learn Get pictures onto your computer to share Listen to digital music What clubs groups and other resources there are to help Who this Book Is For Anyone that wants to learn all the latest Windows features Beginners who want to use their new Windows computer to share pictures or video clips on YouTube or Facebook to those seeking a common sense approach to safe computing

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The Beginners Guide to Using the Newest Apple TV

(Fourth Generation - 2015): Thomas Belle, 2015-11-05 Mac iPhone iPad Apple TV While Apple TV may not get the same press as other Apple products that is about to change. For years Apple TV was touted as Apple's hobby product something they tinkered with occasionally but not something they put as much effort in as other Apple products. This guide is an introduction to the newest Apple TV released in October 2015. If you are just thinking about making the switch from cable to streaming TV then this book will show you how. If you've already made the switch but you want to get the most out of it then it will cover that as well. There's something for everyone here so read on.

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A Beginners Guide to Python 3 Programming John Hunt,2023-08-30 This textbook is aimed at readers who have little or no knowledge of computer programming but want to learn to program in Python It starts from the very basics including how to install your Python environment how to write a very simple program and run it what a variable is what an if statement is how iteration works using for and while loops as well as important key concepts such as functions classes and modules Each subject area is prefaced with an introductory chapter before continuing with how these ideas work in Python The second edition has been completely updated for the latest versions of Python including Python 3 11 and Python 3 12 New chapters have been added such as those that consider where and how Python is used the use of Frozensets how data can be sorted enumerated types in Python structural pattern matching and how and why Python Virtual Environments are configured A new chapter The Python Bites back is introduced to present the fourteen most common biggest gotchas for someone new to Python Other sections have been updated with new features such as Exception Groups string operations and dictionary operations A Beginners Guide to Python 3 Programming second Edition provides all you need to know about Python with numerous examples provided throughout including several larger worked case studies illustrating the ideas presented in the previous chapters

Wood-working for Beginners: A Manual for Amateurs Charles G. Wheeler,2022-05-28 In Wood working for Beginners A Manual for Amateurs Charles G Wheeler offers an insightful introduction to the art of woodworking blending practical instruction with a passion for craftsmanship Wheeler s approachable writing style invites readers into the world of woodworking providing step by step guidance on essential techniques tools and materials The manual is structured to gradually build the reader s skills making it accessible for those new to the craft while still serving as a useful reference for hobbyists Contextually the book emerges from an era when craftsmanship was increasingly being overshadowed by industrialization positioning itself as a vital resource in preserving traditional skills Charles G Wheeler an accomplished craftsman and educator drew from his vast experience and love for woodworking to pen this seminal guide His life in the early 20th century marked by a burgeoning interest in self sufficiency and artisanal skills influenced his desire to empower amateurs Through meticulous research and firsthand knowledge

Wheeler crafted a manual that not only teaches woodworking techniques but also instills a sense of pride and creativity in one's handmade endeavors. For those looking to embark on a rewarding journey into woodworking, Wheeler's guide is an essential companion. It will not only enhance your technical skills but also nurture your appreciation for the beauty and utility of handcrafted objects. Whether you are a novice seeking to understand the basics or an enthusiast aiming to refine your talents, *Woodworking for Beginners* is an indispensable addition to your library. [A COMPLETE BEGINNERS GUIDE TO PROFITING FROM PODCASTS by Sean Reid](#) Sean Reid, 2020-08-13 **WordPerfect 8 Web Publishing for Dummies** David C. Kay, 1996-12 **Quicken 2014 For Dummies** Stephen L. Nelson, 2013-10-09 The classic guide to the market leading personal finance software returns updated and revised throughout. In the latest edition of this perennial bestseller, financial expert Stephen Nelson shows you how to take control of your finances and get them in order quickly with Quicken 2014, the number one personal finance software on the market. Nelson provides you with a helpful introduction to all the latest features and enhancements to Quicken and shares expert advice on managing your bills, reconciling bank accounts, online recording, credit card and other transactions, tracking investments, mortgages and other assets and liabilities, and more. Walks you through installing and setting up Quicken, maintaining your financial information safely on a computer, setting a budget and creating financial reports. Highlights ways to save money for college or retirement, minimize taxes, and maintain detailed financial records. Zeroes in on paying bills online, managing mutual funds, stocks and bonds, and keeping track of loans and other debts. Presents a fun and friendly approach to a topic that many people find intimidating or overwhelming. Whether you're a first-time Quicken customer or looking to take advantage of the latest updates, the new version has to offer. *Quicken 2014 For Dummies* will help you get your personal finances in order in no time.

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