

Windows® 11 & 10 Keyboard Shortcuts

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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 (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

Cycle through views	CTRL ALT M
Invert colors	CTRL ALT I
Open Magnifier settings	CTRL M
Run 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.

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 81 Keyboard Shortcuts Cheat Sheet

David Sawyer McFarland



Windows 8.1 Keyboard Shortcuts Cheat Sheet:

Windows 8.1: The Missing Manual David Pogue, 2013-11-26 Windows 8.1 continues the evolution of the most radical redesign in Microsoft's history. It combines the familiar Windows desktop with a new touchscreen friendly world of tiles and full screen apps. Luckily David Pogue is back to help you make sense of it with humor, authority, and 500 illustrations. The important stuff you need to know: What's new in 8.1. The update to 8.1 offers new apps, a universal Search, the return of the Start menu, and several zillion other nips and tucks. New features: Storage Spaces, Windows To Go, File Histories (if Microsoft wrote it, this book covers it), Security Protect, your PC from viruses, spyware, spam, sick hard drives, and out of control kids. The network HomeGroups connecting from the road, mail, Web, music streaming among PCs, this book has your network covered. The software: Media Center, Photo Gallery, Internet Explorer, speech recognition. This one authoritative, witty guide makes it all crystal clear. It's the book that should have been in the box.

Windows 8.1 David Pogue, 2013 Windows 8.1 continues the evolution of the most radical redesign in Microsoft's history. It combines the familiar Windows desktop with a new touchscreen friendly world of tiles and full screen apps. Luckily David Pogue is back to help you make sense of it with humor, authority, and 500 illustrations. The important stuff you need to know: What's new in 8.1. The update to 8.1 offers new apps, a universal Search, the return of the Start menu, and several zillion other nips and tucks. New features: Storage Spaces, Windows To Go, File Histories (if Microsoft wrote it, this book covers it), Security Protect, your PC from viruses, spyware, spam, sick hard drives, and out of control kids. The network HomeGroups connecting from the road, mail, Web, music streaming among PCs, this book has your network covered. The software: Media Center, Photo Gallery, Internet Explorer, speech recognition. This one authoritative, witty guide makes it all crystal clear. It's the book that should have been in the box.

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ASP.NET MVC 4 Recipes John Ciliberti, 2013-04-01 ASP.NET MVC 4

Recipes is a practical guide for developers creating modern web applications cutting through the complexities of ASP.NET, jQuery, Knockout.js and HTML5 to provide straightforward solutions to common web development problems using proven methods based on best practices. The problem solution approach gets you in, out and back to work quickly while deepening your understanding of the underlying platform and how to develop with it. Author John Ciliberti guides you through the framework and development tools, presenting typical challenges along with code solutions and clear, concise explanations to accelerate application development. Inside you will find recipes dealing with streamlined syntax, full control over HTML, a simple API for creating RESTful web services, writing support for test-driven development and more. Solve problems immediately by pasting in code from the recipes or put multiple recipe solutions together to overcome challenging development obstacles. Dive head first into ASP.NET MVC web development with **ASP.NET MVC 4 Recipes** **Microsoft Access 2000 MOUS Cheat Sheet** Joseph W. Habraken, Doug Klippert, 2000. Each chapter is designed to introduce, explain and teach skills necessary to pass the certification exam for Access 2000 MOUS, including interactive labs that require readers to implement skills in a hands-on setting. Margin notes also serve as quick reminders. Complementary Web site available. *Dreamweaver MX 2004: The Missing Manual* David Sawyer McFarland, 2004-02-13. Macromedia's Dreamweaver MX 2004 offers a rich environment for building professional web sites with drag and drop simplicity, clean HTML code and dynamic database-driven web site creation tools. It comes with everything except perhaps the most important feature of all: a printed manual. Enter Dreamweaver MX 2004: The Missing Manual, the book that enables both first-time and experienced web designers to bring stunning interactive web sites to life. What sets this new edition apart is the crystal-clear writing, welcome humor and exclusive features like these: Live examples. With a step-by-step annotated tutorial, readers follow the construction of a state-of-the-art commercial web site complete with Flash buttons, Cascading Style Sheets and dynamic databases. Tricks of the trade. The book is bursting with undocumented workarounds and shortcuts. Design guidance. Readers can create any modern web feature including forms, animations, pop-up windows and more. This book lets you know which browsers, situations and audiences are appropriate for each. With over 500 illustrations, a handcrafted index and the clarity of thought that has made bestsellers of every Missing Manual to date, this edition is the ultimate atlas for Dreamweaver MX 2004.

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Hacking and Penetration Testing Patrick Engebretson, 2013-06-24 The Basics of Hacking and Penetration Testing Second Edition serves as an introduction to the steps required to complete a penetration test or perform an ethical hack from beginning to end The book teaches students how to properly utilize and interpret the results of the modern day hacking tools required to complete a penetration test It provides a simple and clean explanation of how to effectively utilize these tools along with a four step methodology for conducting a penetration test or hack thus equipping students with the know how required to jump start their careers and gain a better understanding of offensive security Each chapter contains hands on examples and exercises that are designed to teach learners how to interpret results and utilize those results in later phases Tool coverage includes Backtrack Linux Google reconnaissance MetaGooFil dig Nmap Nessus Metasploit Fast Track Autopwn Netcat and Hacker Defender rootkit This is complemented by PowerPoint slides for use in class This book is an ideal resource for security consultants beginning InfoSec professionals and students Each chapter contains hands on examples and exercises that are designed to teach you how to interpret the results and utilize those results in later phases Written by an author who works in the field as a Penetration Tester and who teaches Offensive Security Penetration Testing and Ethical Hacking and Exploitation classes at Dakota State University Utilizes the Kali Linux distribution and focuses on the seminal tools required to complete a penetration test

Office 2003 Timesaving Techniques For Dummies Woody Leonhard, 2004-05-21 Wouldn't it be a waste to go on a spectacular exotic vacation abroad and just hang out at the hotel pool Wouldn't it be a waste to buy a new iPod download four favorite songs and play them over and over Most people with Office 2003 are wasting a lot of software power and a lot of time They do the same routine things in the same routine ways and haven't begun to explore the capabilities of Office 2003 If you're one of them Office 2003 Timesaving Techniques For Dummies gets you out of your rut and into action It provides over 70 timesaving techniques for Word Excel Access Outlook and PowerPoint Most of the tips work with Office 2000 and Office XP too You'll customize Office to meet your needs and start working like a pro in no time with easy to use tricks tips and techniques for Streamlining your toolbars Word alone has dozens to choose from Setting up Outlook searching with folders organizing with flags and dealing with spam Taking proper security measures including using and updating an antivirus package and avoiding potentially dangerous file extensions Editing and laying out impressive Word documents Using keyboard shortcuts Diving into more advanced Office skills such as writing macros setting up templates and using multimedia with PowerPoint Using Excel to build self verifying spreadsheets Running totals and subtotals in Access Combining applications to print holiday greetings and run an electronic newsletter Written by Woody Leonhard author of Windows XP Timesaving Techniques For Dummies and the bestseller Windows XP All in One Desk Reference For Dummies this guide helps you eliminate extra steps and little annoyances and do things you probably didn't know you could do such as Building e mail stationery Calculating sales tax with the Lookup Wizard Making professional labels Encrypting messages Recording narration for PowerPoint presentations Complete with an index that lets

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Microsoft Project 2007: The Missing Manual Bonnie Biafore, 2007-08-17 Schedules budgets communications resources Projects big and small include them all and Microsoft Project 2007 can help you control these variables not be controlled by them But Project is complex software and learning it is well a project in itself Get up to speed fast with Microsoft Project 2007 The Missing Manual Written by project management expert Bonnie Biafore this book teaches you how to do everything from setting budgets and tracking schedules to testing scenarios and recognizing trouble spots before your project breaks down Find out what s new in Project 2007 from previous versions and get help choosing the right edition whether it s Project Standard Project Professional or Enterprise Project Management Solution With Microsoft Project 2007 The Missing Manual you get more than a simple software how to You also get a rundown on project management basics and plenty of solid advice on how to use Project to Define your project and plan your approach Estimate your project set up a budget define tasks and break the work into manageable chunks Create a schedule define the sequence of work and learn the right way to use date constraints and deadlines Build a project team and assign resources to tasks who does what Refine the project to satisfy objectives by building reality into the schedule and learn to keep project costs under control Track progress and communicate with team members via reports information sharing and meetings that work Close out your project and take away valuable lessons for the future Microsoft Project 2007 is the flagship of all project management programs and this Missing Manual is the book that should have been in the box No project manager should be without it

Mac OS X Tiger For Dummies Bob LeVitus, 2005-05-25 Covers the new features of Mac OS X version 10 4 with information on such topics as Finder file management Sherlock printing applications and file sharing

Microsoft Excel Function Reference , 1992 This book gives information on how to get started on Microsoft Excel worksheet basics databases charts graphics printing and keyboard shortcuts

Windows 95 Quick Reference Janice A. Snyder, 1997 This complete Windows 95 command reference provides you with key information on the most important Windows 95 features With a comprehensive index and exhaustive command reference section you ll have all the essential information you need to master this new operating system at your fingertips Covers new user interface Internet Explorer New Edition file management built in utilities networking accessories and more Covers Windows 95

Sage 50 Accounts For Dummies Jane Kelly, 2012-03-20 Get to grips with Sage 50 Accounts in simple steps This comprehensive guide walks you through every aspect of setting up and using Sage 50

Accounts from installing the software to running VAT returns and producing monthly and yearly accounts Inside you ll discover the quickest way to complete tasks and how to customise Sage to suit your specific business needs Packed with step by step instructions and fully illustrated with screenshots this book is the easiest way to get the most from Sage 50 Accounts and take control of your business finances Completely up to date for the 2014 edition of Sage 50 software Set up and start using Sage 50 Accounts with minimum fuss Fully illustrated with the latest screenshots to help you every step of the way Guidance on going mobile with the new Sage 50 app Details on the new Sage Quicksearch feature *Microsoft Office 2000 Cheat Sheet* Jennifer Fulton,1999 You don t have to put your waders on to sift through mounds of text with this simple straightforward approach to Office 2000 Perfect for users who don t have much time but want to update skills

Reviewing **Windows 81 Keyboard Shortcuts Cheat Sheet**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Windows 81 Keyboard Shortcuts Cheat Sheet**," an enthralling opus penned by a very acclaimed wordsmith, readers set about an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve in to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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Table of Contents Windows 81 Keyboard Shortcuts Cheat Sheet

1. Understanding the eBook Windows 81 Keyboard Shortcuts Cheat Sheet
 - The Rise of Digital Reading Windows 81 Keyboard Shortcuts Cheat Sheet
 - Advantages of eBooks Over Traditional Books
2. Identifying Windows 81 Keyboard Shortcuts Cheat Sheet
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Windows 81 Keyboard Shortcuts Cheat Sheet
 - User-Friendly Interface
4. Exploring eBook Recommendations from Windows 81 Keyboard Shortcuts Cheat Sheet
 - Personalized Recommendations
 - Windows 81 Keyboard Shortcuts Cheat Sheet User Reviews and Ratings
 - Windows 81 Keyboard Shortcuts Cheat Sheet and Bestseller Lists

5. Accessing Windows 81 Keyboard Shortcuts Cheat Sheet Free and Paid eBooks
 - Windows 81 Keyboard Shortcuts Cheat Sheet Public Domain eBooks
 - Windows 81 Keyboard Shortcuts Cheat Sheet eBook Subscription Services
 - Windows 81 Keyboard Shortcuts Cheat Sheet Budget-Friendly Options
6. Navigating Windows 81 Keyboard Shortcuts Cheat Sheet eBook Formats
 - ePub, PDF, MOBI, and More
 - Windows 81 Keyboard Shortcuts Cheat Sheet Compatibility with Devices
 - Windows 81 Keyboard Shortcuts Cheat Sheet Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Windows 81 Keyboard Shortcuts Cheat Sheet
 - Highlighting and Note-Taking Windows 81 Keyboard Shortcuts Cheat Sheet
 - Interactive Elements Windows 81 Keyboard Shortcuts Cheat Sheet
8. Staying Engaged with Windows 81 Keyboard Shortcuts Cheat Sheet
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Windows 81 Keyboard Shortcuts Cheat Sheet
9. Balancing eBooks and Physical Books Windows 81 Keyboard Shortcuts Cheat Sheet
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Windows 81 Keyboard Shortcuts Cheat Sheet
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Windows 81 Keyboard Shortcuts Cheat Sheet
 - Setting Reading Goals Windows 81 Keyboard Shortcuts Cheat Sheet
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Windows 81 Keyboard Shortcuts Cheat Sheet
 - Fact-Checking eBook Content of Windows 81 Keyboard Shortcuts Cheat Sheet
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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