

# Windows® 11 & 10 Keyboard Shortcuts

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## 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>LEFT 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>
Run in direction of arrow keys	<b>CTRL</b> <b>ALT</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: **CTRL** **M**
  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>ANY KEY</b>                           |

### Command Prompt

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

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877.925.8080

# Windows 81 Keyboard Shortcuts Cheat Sheet

**Woody Leonhard**

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the author's name.

## **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.

**Digital Literacy For Dummies** Faithe Wempen, 2014-10-07 Develop and implement essential computer technology with confidence. Do you want to develop an understanding of technology to enhance your education, career or personal life but feel inhibited by your digital literacy? Fear not. Written in plain English and absent of undecipherable high tech jargon, **Digital Literacy For Dummies** makes it easy to get a grip on computer basics, the Internet, the Cloud, browsing the web, productivity programs and applications for school and the workplace, computer security and privacy, the latest in digital lifestyle topics and so much more. Walks you through the basics of developing essential computer technology skills. Shows you how to gain the digital literacy skills required to succeed in education at home and in the workforce. Explains how the use of smartphones and digital cameras contribute to digital literacy. With the introduction of 3G and 4G services in emerging countries like India, worldwide Internet usage is increasing exponentially. With this technological growth comes an opportunity for people of all ages and from all walks of life to learn new skills to keep them ahead of the curve. Packed with easy to follow explanations and seasoned with a bit of humor and fun, **Digital Literacy For Dummies** makes it easy and accessible for anyone to harness the power of technology to remain relevant in school or at work.

**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 HTML 5 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

**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

*Windows 8.1 Step by Step* Ciprian Rusen, Joli Ballew, 2013-11-15 The smart way to learn Windows 8 1 one step at a time Experience learning made easy and quickly teach yourself how to navigate and use Windows 8 1 With Step by Step you set the pace building and practicing the skills you need just when you need them Navigate with ease using the new Start screen Search your files music and the web all at once Store access and manage data in the cloud with SkyDrive Explore improvements in Internet Explorer 11 Stay in touch using Mail Calendar People and Skype Customize your computing experience with PC settings [ScanSnap iX2500 User Guide](#) JUSTICE PROSE, Unlock the Full Power of Your ScanSnap iX2500 Say Goodbye to Confusion and Hello to Effortless Scanning Struggling to make sense of all the buttons settings and features of your ScanSnap iX2500 You re not alone but you re about to get the guidance you need to master this powerful scanner like a pro The ScanSnap iX2500 is more than just a scanner it s a smart document management tool designed to simplify your workflow Whether you re going paperless at home or streamlining admin in the office this device can save you

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[Dreamweaver MX 2004](#) David Sawyer McFarland,2004-02-13 This work 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

**Office 365 All-in-One For Dummies** Peter Weverka,Matt Wade,2022-01-06 Multiply your productivity with the world s most straightforward guide to the world s most popular office software Microsoft Office 365 contains straightforward tools for virtually every office task you could possibly think of And learning how to use this powerful software is much easier than you might expect With the latest

edition of Office 365 All in One For Dummies you ll get a grip on some of the most popular and effective office software on the planet including Word Excel PowerPoint Outlook Access Publisher and Teams This expanded handbook walks you through the ins and outs of reviewing and composing documents with Word hosting and joining meetings with Teams crunching numbers with Excel and answering emails with Outlook And it s ideal for anyone who s brand new to Office and those who just need a quick refresher on the latest useful updates from Microsoft In this one stop reference you ll find Step by step instructions on the installation maintenance and navigation of all the critical components of Office 365 Guidance for using Office 365 s built in online and cloud functionality Complete explanations of what every part of Office 365 is used for and how to apply them to your life Office 365 All in One For Dummies is the last handbook you ll ever need to apply Microsoft s world famous software suite to countless everyday tasks

**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 guides 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 you find what you want fast Office 2003 Timesaving Techniques For Dummies helps you get up to speed and down to work After all times a wastin

**Placing the Suspect Behind the Keyboard** Brett Shavers,2013-02-01 Placing the Suspect Behind the Keyboard is the definitive book on conducting a complete investigation of a cybercrime using digital forensics techniques as well as physical investigative procedures This book merges a digital analysis examiner s work with the work of a case investigator in order to build a solid case to identify and prosecute cybercriminals Brett Shavers links traditional

investigative techniques with high tech crime analysis in a manner that not only determines elements of crimes but also places the suspect at the keyboard This book is a first in combining investigative strategies of digital forensics analysis processes alongside physical investigative techniques in which the reader will gain a holistic approach to their current and future cybercrime investigations Learn the tools and investigative principles of both physical and digital cybercrime investigations and how they fit together to build a solid and complete case Master the techniques of conducting a holistic investigation that combines both digital and physical evidence to track down the suspect behind the keyboard The only book to combine physical and digital investigative techniques

**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

**Writing Your Dissertation with Microsoft Word** Vincent Kiernan,2005 A dissertation is the crowning achievement of years of graduate study But many graduate students struggle long hours with formatting their dissertations properly This book guides a graduate student step by step thorough the process of using Microsoft Word to produce a dissertation that meets the requirements of the student s graduate school the first time it s submitted Throughout the book uses real world examples of formatting requirements from actual graduate schools and is amply illustrated to provide a visual guide to working through Microsoft Word Tips and tricks about Word will help a graduate student devote time to the content of the dissertation not its formatting

**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 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

**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

**Lifehacker** Adam Pash,Gina Trapani,2011-06-03 A new edition packed with even more clever tricks and methods that make everyday life easier Lifhackers redefine personal productivity with creative and clever methods for making life easier and more enjoyable This

new edition of a perennial bestseller boasts new and exciting tips tricks and methods that strike a perfect balance between current technology and common sense solutions for getting things done Exploring the many ways technology has changed since the previous edition this new edition has been updated to reflect the latest and greatest in technological and personal productivity The new hacks run the gamut of working with the latest Windows and Mac operating systems for both Windows and Apple getting more done with smartphones and their operating systems and dealing with the evolution of the web Even the most tried and true hacks have been updated to reflect the contemporary tech world and the tools it provides us Technology is supposed to make our lives easier by helping us work more efficiently Lifehacker The Guide to Working Smarter Faster and Better Third Edition is your guide to making that happen [Macworld PageMaker 6 Bible](#) William Harrel,Craig Danuloff,1995 From detailed instructions for every PageMaker feature and clearly marked tips and tactics to complete sample projects this guide to the new version of PageMaker will empower every desktop publishing designer beginner through advanced It s the only reference you ll ever need whether you re designing a one page invitation or building an elaborate 200 page book *The Basics of 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

## Whispering the Strategies of Language: An Mental Quest through **Windows 81 Keyboard Shortcuts Cheat Sheet**

In a digitally-driven world wherever displays reign supreme and quick interaction drowns out the subtleties of language, the profound secrets and psychological subtleties hidden within phrases usually move unheard. Yet, set within the pages of **Windows 81 Keyboard Shortcuts Cheat Sheet** a captivating fictional value sporting with raw thoughts, lies an extraordinary journey waiting to be undertaken. Published by an experienced wordsmith, this charming opus attracts readers on an introspective journey, lightly unraveling the veiled truths and profound impact resonating within the very material of each word. Within the emotional depths with this poignant review, we can embark upon a honest exploration of the book is core styles, dissect its captivating writing fashion, and fail to the powerful resonance it evokes serious within the recesses of readers hearts.

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