

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	SHIFT LOCK (eight seconds)
Turn High Contrast on/off	SHIFT 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	+ 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 **CTRL** **ALT** **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 items, 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 FE
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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Paul McFedries



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bolts of using Windows but you'll also receive a crash course in additional topics like security and home networking that will improve your computing experience. *Absolute Beginner's Guide to Microsoft Windows Vista™* provides valuable practical advice and instruction that you will refer to again and again. *The Complete Idiot's Guide to Windows 8* Paul McFedries, 2012-10-02 Microsoft Windows 8 is designed to mesh users' digital lives seamlessly from desktop to phone to tablet by utilizing a look and feel that give users a new Windows experience. However, with all of this change comes new features that may catch old-school Windows users off guard. In *The Complete Idiot's Guide to Microsoft Windows 8*, veteran tech writer Paul McFedries uses his friendly style and wit to comfort experienced Windows users and newbies alike by explaining all the new features as well as the old and helping everyone overcome trepidation about using this completely updated look to the most popular desktop operating system in the world. You will learn how to use new Windows 8 features including tiles and the new home screen, how you can mesh your data with the cloud, and much more. And when all else fails, McFedries teaches you how to easily and seamlessly toggle back to the old and familiar Windows look and feel should the new experience prove to be a bit more change than desired.

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Windows Nancy Andrews,1986 Allows users to integrate applications of their choice and use them in unison as they learn how to use Window s accessories switch information between programs and combine specific applications **Microsoft Windows 10** Joan Lambert,2015-12 6 page laminated guide to the settings and features of Windows 10 that will optimize your system for you with guidance for managing and securing your computer as well Whether you are a beginner or experienced user learn about new features or discover and use some of Windows functions for the first time Joan Lambert author of multiple books on the Microsoft Office Suite creator of many Lynda com videos and an experienced corporate trainer used her experience and knowledge to cover the most relevant functions for users at different levels Suggested uses Workplace handy desk reference used to find functions quickly Company Training reduce help desk calls and keep productivity flowing for a team or for your entire company Students Teachers Parents help with the learning curve in a classroom or at home College Students make sure you are set up secure and using features that can make your life easier

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even teach you how to get to know the virtual assistant Cortana better as well as the best ways to have fun with Windows 10. If you aren't sure yet about whether to get Windows 10 or not, let us try to convince you. Windows 10 is an unmitigated improvement over previous versions. The last Windows version that was this popular and well liked was Windows XP. And while that can still be used with the fact that it is no longer supported or being updated, it has become very unsafe. Windows Vista lacked in usability and user friendliness. Windows 7 was alright but never a user favourite. Windows 8 and 8.1 had many more flaws, primarily the lack of start menu. Windows 10 tries to address all of these issues and it does so pretty successfully. In our book, we will show you just what makes Windows 10 great for you. Here is a preview of what you'll learn: The return of the start menu, The easy installation, The great customisation features, Multiple virtual desktops, Ways to have fun with Windows 10. At the end of this book, we guarantee you'll be well versed in the basics of Windows' greatest OS yet. You'll be able to install the system, set it up, and maintain it. We'll guide you through the hardest part of updating to a new Operating System, the getting accustomed to it. Download your copy of Windows 10 by scrolling up and clicking Buy Now With 1 Click button. Tags: Windows 10 user guide, programming, operating system, Microsoft updated and edited, upgrade the ultimate guide, beginner's guide, how to upgrade to windows 10, new Windows 10, Windows 10 features, how to operate start menu, task view, file explorer, windows, Microsoft upgrade, computers, database, programming.

Microsoft Windows User's Guide, 1992. The Windows version 3.1 documentation set consists of the Getting started with Microsoft Windows book, Microsoft Windows user's guide, Welcome.

Microsoft Windows 10 for Seniors, Tech Demystified, 2021-04-25. **WINDOWS 10 FOR SENIORS CITIZENS DEMYSTIFIED**. This in-depth Windows 10 user guide for beginners and advanced users covers the entire Windows 10 system and introduces you to the latest features in the Windows 10 with step-by-step illustrations to aid your comprehension. You'll learn how to take advantage of improvements to the Game Bar, Edge browser, Windows Online, smartphone features, and a lot more. This book includes hundreds of step-by-step and illustrated sets of instructions to teach you both the basics and the complexities of Windows 10 operation. It is perfect for beginners and power users alike; this book will turn your Windows using experience from a novice into a professional. Such lessons included in this simplified but powerful user guide include: What's New About Windows 10, The Start Menu and the Start Screen, Launching Apps with the Start Menu, The Desktop Environment, Toggling Between the Tablet Mode and Desktop, Working with the Taskbar, Working with the Cortana, The Windows 10 Internal, External, and Cloud Storage, Using the OneDrive, Managing the Windows 10 Applications and Programs, Familiarizing Yourself with the Windows Store, Managing the Users' Accounts, How to Connect Your Windows 10 PC to the Internet, Connecting to Another Computer, How to enable God mode and dictation, Your Computer Security in Windows 10, Shortcut Keys to Using Windows 10, Windows 10 Tips and Tricks, And lots more. What more would you like to learn about Windows 10? Scroll Up To The Top Of The Page And Click The Orange BUY NOW Icon On The Right Side Right Now.

User's Guide for the Microsoft Windows Operating System Version 3.1, Microsoft Corporation, 1985.

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