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 (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
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	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/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	→

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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Katrin Zwirglmaier

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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 widows 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 advance 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 includes 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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