

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	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	ONLY OFF

Command Prompt

Use Mark mode to navigate/select with arrow keys	
Begin block selection (Mark mode)	ALT SELECT FROM 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

Teachucomp, Inc.
Computer Software Training & Continuing Education

www.teachucomp.com
info@teachucomp.com
 877.925.8080

Microsoft 2015 Shortcuts Guide

Brian Culp



Microsoft 2015 Shortcuts Guide:

Computer Shortcuts (Speedy Study Guides) MDK Publishing, 2015-04-28 Toggle between programs and lessen your time at the computer but without sacrificing the quality of your work This is very much possible through the use of computer shortcuts But with many shortcut key combination performing different functions you will need a guide to be reminded of all those This quick study guide offers a refresher on all computer shortcuts

Teach Yourself to Type with One Hand: A Comprehensive Guide to Mastering Typing with Ease Pasquale De Marco, 2025-04-23 Master the Art of One Hand Typing A Comprehensive Guide to Enhanced Productivity and Efficiency In today's fast paced digital world the ability to type efficiently and accurately is a crucial skill for effective communication and productivity Teach Yourself to Type with One Hand A Comprehensive Guide to Mastering Typing with Ease provides a comprehensive guide to mastering one hand typing empowering you to unlock your full potential and elevate your typing skills to new heights This meticulously crafted guide takes you on a step by step journey transforming you from a typing novice to a proficient typist using just one hand With clear instructions practical exercises and expert tips you'll gain a thorough understanding of keyboard layout proper hand positioning and effective typing techniques Teach Yourself to Type with One Hand A Comprehensive Guide to Mastering Typing with Ease delves into specialized typing methods advanced techniques for speed and accuracy and strategies for overcoming physical limitations and mental blocks Whether you're a student a professional or simply someone who wants to communicate effectively online this guide provides the tools and knowledge you need to excel in one hand typing Discover the power of one hand typing and unlock a world of possibilities Enhance your communication skills boost your productivity and elevate your overall efficiency with this essential skill Teach Yourself to Type with One Hand A Comprehensive Guide to Mastering Typing with Ease is your ultimate companion on this transformative typing journey If you like this book write a review on google books

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Visio 2013 Absolute Beginner's Guide Alan Wright, Chris Roth, 2013-07-22. Make the most of Visio 2013 without becoming a technical expert. This book is the fastest way to master Visio and use it to build powerful useful diagrams, org charts, and flowcharts of all kinds. Even if you've never used Visio before, you'll learn how to do what you want, one incredibly clear and easy step at a time. Visio has never ever been this simple. Who knew how simple Visio 2013 could be? This is the easiest, most practical beginner's guide to using Microsoft Visio 2013: simple, reliable instructions for doing everything you really want to do. Here's a small sample of what you'll learn: Master new tools for creating intuitive, visually appealing diagrams; Learn high-efficiency touch features for Windows 8 and tablets; Create business and engineering diagrams, flowcharts, maps, floor plans, network diagrams, schedules, and more; Instantly set or change diagram designs with enhanced templates and themes; Simplify diagramming with built-in shapes and stencils or create your own; Craft more sophisticated diagrams with containers, callouts, screentips, and layers; Import external images from SVG graphics to AutoCAD drawings; Visually present Excel spreadsheet data in Visio drawings; Dynamically update diagrams with real-time data to support better decision making; Share diagrams to improve team collaboration.

UI Design with Adobe Illustrator Rick Moore, 2012-07-24. Create high-fidelity prototypes for complex websites and applications with the easy-to-learn and super-efficient vector capabilities of Illustrator and make the fear of client changes a thing of the past. Whether you're a seasoned Photoshop veteran, a budding designer, or someone who simply has a good eye and artistic vision, this book will show you how to produce mockups and UI elements in a creative and productive way. Strongly of the opinion that design should not happen solely in a browser, Rick Moore demonstrates how to design mockups and UI elements with Illustrator in a way you may not have realized was possible. Learn which tools are best suited to a UI design workflow and how to customize Illustrator in a way that fits your style and flow. Rick provides expert guidance throughout the process, from the initial planning stages to finalizing and sharing your work with clients and others.

Switching to the Mac: The Missing Manual, Yosemite Edition David Pogue, 2015-01-22. What makes Windows refugees decide to get a Mac? Enthusiastic friends. The Apple Store's great-looking laptops. A halo effect from the popularity of iPhones and iPads. The absence of viruses and spyware. The freedom to run Windows on a Mac. In any case, there's never been a better time to switch to OS X, and there's never been a better, more authoritative book to help you do it. The important stuff you need to know: Transfer your stuff. Moving files from a PC to a Mac by cable, network, or disk is the easy part. But how do you extract your email address book, calendar, Web bookmarks, buddy list, desktop pictures, and MP3 files? Now you'll know. Recreate your software suite. Many of the PC programs you've been using

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Windows Vista Administration Brian Culp, 2007 In plain English that puts concepts in proper context this book gives readers a better understanding of Vista's innovations and capabilities teaches administrators how to leverage Vista to increase worker productivity and demonstrates how the system can best protect sensitive data

C# 6 and .NET Core 1.0: Modern Cross-Platform Development Mark J. Price, 2016-03-29 Create powerful cross platform applications using C 6 NET Core 1 0 ASP NET Core 1 0 and Visual Studio 2015 About This Book Build modern cross platform applications with NET Core 1 0 Get up to speed with C and up to date with all the latest features of C 6 Start creating professional web applications with ASP NET Core 1 0 Who This Book Is For Are you struggling to get started with C Or maybe you're interested in the potential of the new cross platform features that NET Core can offer If so C 6 and NET Core 1 0 is the book for you While you don't need to know any of the latest features of C or NET to get started it would be beneficial if you have some programming experience What You Will Learn Build cross platform applications using C 6 and NET Core 1 0 Explore ASP NET Core 1 0 and learn how to create professional web applications Improve your application's performance using multitasking Use Entity Framework Core 1 0 and learn how to build Code First databases Master object oriented programming with C to increase code reuse and efficiency Familiarize yourself with cross device app development using the Universal Windows Platform and XAML Query and manipulate data using LINQ Protect your data by using encryption and hashing In Detail With the release of NET Core 1 0 you can now create applications for Mac OS X and Linux as well as Windows using the development tools you know and love C 6 and NET Core 1 0 has been divided into three high impact sections to help start putting these new features to work First we'll run you through the basics of C as well as object orient programming before taking a quick tour through the latest features of C 6 such as string interpolation for easier variable value output exception filtering and how to perform static class imports We'll also cover both the full feature mature NET Framework and the new cross platform NET Core After quickly taking you through C and how NET works we'll dive into the internals of the NET class libraries covering topics such as performance monitoring debugging internationalization serialization and encryption We'll look at Entity Framework Core 1 0 and how to develop Code First entity data models as well as how to use LINQ to query and manipulate that data The final section will demonstrate the major types of applications that you can build and deploy cross device and cross platform In this section we

It covers Universal Windows Platform UWP apps, web applications, and web services. Lastly, we'll help you build a complete application that can be hosted on all of today's most popular platforms including Linux and Docker. By the end of the book, you'll be armed with all the knowledge you need to build modern cross-platform applications using C# and .NET Core. Style and approach: This book takes a step-by-step approach and is filled with exciting projects and fascinating theory. It uses three high-impact sections to equip you with all the tools you'll need to build modern cross-platform applications using C# and .NET Core.

Universal Design for Web Applications Wendy Chisholm, Matt May, 2008-11-14 Describes how to use such standards-based technologies as XHTML, CSS, and Ajax to develop a variety of Web applications and devices. **Java** Harvey M. Deitel, Paul J. Deitel, 1997 Software Programming Languages. *InDesign CS for Macintosh and Windows* Sandee Cohen, 2004 Now that you've finally figured out that InDesign's increasingly tight integration with the rest of Adobe's creative products will enable you to work more creatively and efficiently, all you want to do is get up to speed on it yesterday, if possible. Enter *InDesign CS for Macintosh and Windows Visual QuickStart Guide*. Using the task-based visual approach that has become the hallmark of Peachpit's popular Visual QuickStart Guides, this volume provides a fast, easy, comprehensive introduction to everything InDesign. You'll learn about all aspects of the InDesign interface, including its tools and palettes, as well as how to create and navigate documents, import and style text and objects, automate your work, manage long documents, use the Bezier pen tools, and work with color. You'll also find complete coverage of more advanced topics like preflighting and advanced text control, and a thorough introduction to all of InDesign CS's new features: an updated Story Editor, nested styles, separation previews, and the Package for GoLive command. **Xbox App For Windows User Guide** JUSTICE PROSE, Unlock the Full Power of the Xbox App on Your PC Without the Confusion or Guesswork. Struggling to install the Xbox App on your Windows PC? Confused by all the features, subscriptions, and settings? You're not alone, and this guide is exactly what you need to go from frustrated beginner to confident in control. *Xbox App For Windows User Guide: A Practical Walkthrough to Installation, Game Management, Cloud Gaming, and Social Features* for Seamless Xbox Integration on PC is your all-in-one companion for mastering the Xbox App, whether you're looking to game casually, explore Game Pass titles, or tap into advanced features like cloud gaming and remote play. What is the Xbox App for Windows? The Xbox App lets you bring the console experience to your Windows 10/11 PC: install games, stream from your console, use Game Pass, connect with friends, and more—all in one place. But if you don't know where to start or how to make the most of it, it can quickly feel overwhelming. This guide breaks everything down into simple, clear steps that anyone can follow; no tech background required. In this user-friendly manual, you'll learn: How to download, install, and configure the Xbox App on any compatible PC; The difference between Game Pass for PC and Game Pass Ultimate, and how to choose what's right for you; How to install, update, manage, and uninstall games efficiently; Pro strategies for cloud gaming, remote play, and connecting your Xbox controller to your PC; How to customize your dashboard profile and privacy settings; Fixes for common errors, crashes, and connectivity issues; How

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