

# Windows® 11 & 10 Keyboard Shortcuts

## 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>RIGHT 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>
Pan in direction of arrow keys	<b>CTRL</b> <b>ALT</b> <b>↑</b> <b>↓</b> <b>←</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> <b>+</b> <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:	<b>CTRL</b> <b>M</b>
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>ALT</b> <b>OK</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> <b>↓</b> <b>←</b> <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> <b>↓</b> <b>←</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	<b>OR</b> <b>CTRL</b> <b>ESC</b>
Paste selected item	<b>CTRL</b> <b>V</b>
Performs 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> <b>↓</b> <b>←</b> <b>→</b>
Select multiple adjacent items	<b>SHIFT</b> <b>↑</b> <b>↓</b> <b>←</b> <b>→</b>
Select non-adjacent items	<b>CTRL</b> <b>↑</b> <b>↓</b> <b>←</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>
Performs command for a letter	<b>ALT</b> <b>UNDERLINED LETTER</b>
Select button in group of option buttons	<b>↑</b> <b>↓</b> <b>←</b> <b>→</b>
Select or clear check box	<b>SPACE</b>

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**Stephen W Rock**



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*The Windows 10 Accessibility Handbook* Mike Halsey, 2015-12-30 Learn everything you need to know about making Windows 10 easier to use see hear touch or read whether you are using it yourself setting it up for another person teaching others about ease of use at work or in the home or working with a variety of people with specific needs in the community What You ll Learn Manage accessibility in the Settings app and make use of the Ease of Access Center Make your keyboard and mouse easier to use Make text and windows easier to read Use text or visual alternatives for sounds Use the narrator and control it using touch and with the keyboard Use Cortana as a smart PC assistant Make use of Windows 10 shortcut keys and touch and trackpad gestures Use and train the handwriting recognition feature Dictate or navigate using speech recognition Who This Book Is For b The audience for this book includes but is not limited to Windows users with special visual auditory motor and cognitive needs at home and in the workplace It provides guidance for IT and management professionals who work with such users as well as the community and statutory groups organizations colleges universities and government agencies that support them It is also a guide for friends and family supporting elderly or disabled Windows users in the home and for anyone else looking for advice on how to make their PC simpler easier more productive and ultimately more enjoyable to use

*WINDOWS 10 for Seniors* Tech Treck, 2020-03 A lot of people are moving from other operating system to Microsoft Windows There are a lot of features to love about Windows 10 and why you should upgrade or start using it on your computer Windows 10 for Seniors is written with senior citizens in mind to help them effectively make use of Microsoft Windows 10 This book uses a step by step approach that is specially designed to assist Windows 10 Beginners learn how to customize the Widows 10 Operating system work with files and customize the interface and so much more Coverage includes the Windows 10 November 2019 released update along with great tips and tricks

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*Keyboard Short Cuts for Windows* Ravi Ranjan,2019-05-20 This e book includes all shortcuts related to window and it is very powerful

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