

# 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

ALT U

Open Narrator settings

ALT N

Open Quick settings

ALT A

Open Search (in most apps)

CTRL E

Open voice typing

ALT H

Open Widgets

ALT W

Turn color filters on/off (if enabled)

CTRL C

Turn Filter Keys on/off

SHIFT (One second)

Turn High Contrast on/off

SHIFT (Two seconds)

Turn Mouse Keys on/off

SHIFT (Left, Middle, Right)

Turn On-Screen Keyboard on/off

CTRL O

Turn Speech Recognition on/off

CTRL S

Turn Sticky Keys on/off

SHIFT (One second)

Turn Toggle Keys on/off

NUM LOCK (One second)

## Magnifier

Cycle through views

CTRL ALT M

Invert colors

CTRL ALT I

Open Magnifier settings

CTRL ALT M

Open 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 icons view

CTRL ALT L

Turn Magnifier off

ESC

Turn Magnifier on

+

Zoom in/out

+

Zoom in/out (mouse scroll wheel)

CTRL ALT WHEEL

## Magnifier Reading Commands

To change the default "Ctrl + Alt" keys below:

1. Open the Magnifier settings: **CTRL ALT 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: **ESC KEY**

## Command Prompt

User Mark mode to navigate/select with arrow keys.

Begin block selection (Mark mode): **ALT SHIFT 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

Close active document (full-screen apps): **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 bar in File Explorer

Display or hide desktop: **ALT D**

Display properties of selected item: **ALT ENTER**

Display shortcut menu for selected item: **SHIFT F10**

Go back: **ALT ←**

Go forward: **ALT →**

Lock PIC: **ALT 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 groupfile 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)

Open shortcut menu for active window: **ALT SPACE**

Open Task Manager: **CTRL SHIFT ESC**

Open/Close Start: **ALT 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**

Renamer selected item: **F2**

Screenshot: Active app window: **ALT PRNT SC**

Screenshot: Entire desktop: **PRNT SC**

Screenshot: Open Feedback Hub first: **F**

Screenshot: Snip & Sketch: **SHIFT S**

Screenshot: Save full screen screenshot to file: **PRNT 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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**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.

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*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.

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**Windows 10 Bible** Rob Tidrow, Jim Boyce, Jeffrey R. Shapiro, 2015-09-14. A complete, detailed Windows 10 reference for beginners and power users alike. Windows 10 Bible is one of the most thorough references on the market with complete coverage of Windows 10. Whether you're a beginner seeking guidance or a power user looking for fresh tips and tricks, this book contains everything you could ever hope to know about the Windows operating system. You will get the insider guidance of a Microsoft support manager as you discover everything there is to know about Windows customization, content management, networking, hardware performance, security and more. Step by step instructions walk you through new and important procedures and screen shots help you stay on track every step of the way. Whether you're starting from scratch or just looking to become

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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

**Windows 10 In Depth (includes Content Update Program)** Brian Knittel,Paul McFedries,2015-09-10

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*Windows 10 Absolute Beginner's Guide* Alan Wright,2015-09-14 Book Content Update Program

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