

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 (five 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	+ + -
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/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

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Windows 98 Cheat Sheet

Jennifer Fulton



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Windows 98 Cheat Sheet Shelley O'Hara, 1999 Windows 98 Cheat Sheet is a unique two in one book that gives busy people answers on the run and the opportunity for a deeper study later The most important information is highlighted so the hard work is done already When readers have the time they can move beyond the basics with clear explanations of the most powerful features of Windows 98

Dummies 101?: The Internet for Windows? 98 Hy Bender, Margaret Levine Young, 1998-06-16 Includes Step by Step Instructions on Using Internet Explorer and Outlook Express the Web and E Mail Software from Microsoft Designed for Windows 98 If you've been itching to explore the Internet now is the time to start

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System Requirements 486 or faster PC with Windows 98 16MB RAM 14 400 bps or faster modem needed for Internet connection regular access charges may apply and a CD ROM drive

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PCs Cheat Sheet Shelley O'Hara, Galen Grimes, 1999 Que's Cheat Sheet Series offers the busy beginning PC user just the right amount of information to get started with his/her PC Each chapter has a Basic Survival section that teaches the essentials of that chapter The author then has highlighted important content for the reader in a different color to stand out Finally the author gives the reader additional notes tips and shortcuts in the handwritten margin notes All combine to give the new PC user a quick easy way to navigate and use his/her PC

Windows 98 Programming for Dummies Stephen R. Davis, Richard J. Simon, 1998 The perfect book for people who know the basics of programming but have little experience creating programs for Windows this title shows how to create Windows 98 applications using Visual C and have fun doing it The book includes the lowdown on the Microsoft Foundation Class MFC library plus the AppWizard and Class Wizard application generators The CD ROM includes file and sample code

CCNA 2.0 640-507 Routing and Switching Cheat Sheet Joseph W. Habraken, Joe Habraken, 2001 The outline of CCNA Cheat Sheet maps directly to the Cisco requirements for the routing and switching CCNA exam This book provides sample questions that test your knowledge of the CCNA exam objectives using a question format similar to that used on the actual exam This book provides questions and answers that simulate the actual test considered a necessity by the network professionals who want to cram for a test that will be an important milestone in their career

Complete Idiot's Guide to Microsoft Office 2000 Joe Kraynak, 1999 Shows how to use each component of Microsoft Office and offers advice on creating documents spreadsheets databases graphics and presentations

More Windows 98 For Dummies Andy Rathbone, 1998-06-16 With all its buttons dialog boxes options switches sliding levers and other gizmos Windows 98 is a complicated chunk of computer software If you've already mastered the basics of Windows 98 it's time to take your hard earned skills to the next level of expertise with Windows wizard Andy Rathbone's companion volume to his introductory Windows 98 For Dummies MORE Windows 98 For Dummies MORE Windows 98 For Dummies moves beyond the basics of cut and paste or drag and drop with clear easy to understand explanations of the advanced functions and features of Windows 98 Here's a book bursting with tips and tricks for installing new software customizing the look and feel of your desktop with wild wallpapers and snazzy screen savers surfing the World Wide Web or building your very own Web pages taming the new Active Desktop managing all your multimedia programs and files and troubleshooting the Windows 98 program's most aggravating and annoying traits

Internet Cheat Sheet Ned Snell, 1999 Que's Cheat Sheet Series offers the busy beginning PC user just the right amount of information to get started with the Internet Each chapter has a Basic

Survival section that teaches the essentials of that chapter The author then has highlighted important content for the reader in a different color to stand out Finally the author gives the reader additional notes tips and shortcuts in the handwritten margin notes All combine to give the new PC user a quick easy way to get connected to the Internet for using and exploring

The Internet for Windows 98 For Dummies Margaret Levine Young, John R. Levine, Jordan M. Young, II, Carol Baroudi, 1998-06-16 At last the world's most popular operating software now has everything you need to connect to the Internet and surf all four corners of the World Wide Web With the release of Windows 98 comes a suite of programs designed to make life in cyberspace a safer and saner experience Still not sure just what all this Internet stuff is about The Internet For Windows 98 For Dummies leads you step by step through these key elements of Windows 98 and the ever expanding Internet What is the Internet Selecting which Internet service to use Sending and receiving e mail The World Wide Web explained really Straight talk about channels subscriptions push technology cookies and other Web related hype Creating your own home page on the Web The ins and outs of online shopping With The Internet For Windows 98 For Dummies as your guide your online experience can be fun instead of frustrating MCSE Windows 98 For Dummies Glenn E. Weadock, 1999-06-10 Put yourself on the road to certification success with Windows 98 Start with a quick yet comprehensive overview of what to expect when you take the Windows 98 exam Exam 70 098 and then move up to advanced Windows 98 topics on planning and installation configuring and managing resource access tuning and optimizing monitoring and troubleshooting Before long MCSE Windows 98 For Dummies can have you running through your certification exams Timesaving study tips exam objectives self assessment tests practice reviews and plenty of real world examples help you master the world of Windows 98 certification A useful CD ROM packed with hundreds of sample test questions and a customizable test engine puts your Windows 98 knowledge to the test and helps you maximize your study time Or take a break with our exclusive QuickLearn game Outpost and try to save the universe while answering questions and building your test taking skills at the same time All the information in MCSE Windows 98 For Dummies has been reviewed by Sento Corporation for 100 percent accuracy and any technical updates will be posted to our 100% Tech Check Page so that when you walk in on exam day you'll know that you've studied with the best information available Covers Exam 070 098

Microsoft Windows 98 Companion Martin S. Matthews, 1998 Introduces the new features of Microsoft Windows 98 including the user interface active desktop Outlook Express Internet Explorer and networking **Microsoft Office 2000 Cheat Sheet** Jennifer Fulton, 1999 You don't have to put your waders on to sift through mounds of text with this simple straightforward approach to Office 2000 Perfect for users who don't have much time but want to update skills **PC Magazine**, 1999 **i-Net+ Study Guide** David Groth, Dorothy L. McGee, 2006-02-20 Here's the book you need to prepare for CompTIA's i Net Exam This Sybex Study Guide provides Full coverage of every exam objective Practical information on network hardware Hundreds of challenging review questions in the book and on the CD Leading edge exam preparation

software including a testing engine and electronic flashcards Authoritative coverage of all exam objectives including Internet Basics Web Site Development Performance Monitoring Networking Fundamentals Internet Security E Business Concepts Note CD ROM DVD and other supplementary materials are not included as part of eBook file

The Complete Idiot's Guide to PCs Joe Kraynak,1999 Unlike most beginning level PC books which focus on hardware descriptions and stodgy explanations of terminology this guide gives new users hands on training A task oriented approach shows user how to perform basic PC operations with Windows and covers the latest operating systems disk and file management maintenance Internet usage and more CD includes Shareware MP3 players and encoders 50 songs and long non music work *Maximum PC* ,1998-10 Maximum PC is the magazine that every computer fanatic PC gamer or content creator must read Each and every issue is packed with punishing product reviews insightful and innovative how to stories and the illuminating technical articles that enthusiasts crave

The British National Bibliography Arthur James Wells,2002

Microsoft Outlook 98 For Windows For Dummies Bill Dyszel,1998 Who what where and when We ve become an information driven culture and keeping track of the people places and events in our busy lives can mean the difference between success and catastrophe So toss out all those sticky notes and pieces of paper scattered far and wide and turn to Microsoft s Outlook 98 for real world scheduling and information management solutions Outlook 98 keeps track of names addresses and essential contact information schedules meetings and appointments sends and receives e mail and manages to do lists for all occasions And the best way to keep on top of Outlook 98 is with a copy of Microsoft Outlook 98 For Windows For Dummies packed with timesaving tips and practical advice on making Outlook 98 work for you Don t be left out of the loop on timely or critical information get organized and up to speed with Microsoft Outlook 98 For Windows For Dummies today

Teach Yourself Quicken Deluxe 99 in 10 Minutes Sherry Kinkoph,Joshua Nossiter,Jennifer Fulton,1998 A part of a series that provides essential information for software users who need to get the basics quickly this tutorial based book includes easy to follow 10 minute lessons targeted at users who don t have the time to read lengthy chapters or are not inclined to read manuals

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