

Windows® 11 & 10 Keyboard Shortcuts

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Quick Reference Guide

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Accessibility

General Accessibility

Move keyboard focus to voice typing	
Open Accessibility settings	
Open Narrator settings	
Open Quick settings	
Open Search (in most apps)	
Open voice typing	
Open Widgets	
Turn color filters on/off (if enabled)	
Turn Filter Keys on/off	(eight seconds)
Turn High Contrast on/off	
Turn Mouse Keys on/off	
Turn On-Screen Keyboard on/off	
Turn Speech Recognition on/off	
Turn Sticky Keys on/off	(five times)
Turn Toggle Keys on/off	(five seconds)

Magnifier

Cycle through views	
Invert colors	
Open Magnifier settings	
Run in direction of arrow keys	
Show desktop in full screen view	
Switch to docked view	
Switch to full screen view	
Switch to lens view	
Turn Magnifier off	
Turn Magnifier on	
Zoom in/out	
Zoom in/out (mouse scroll wheel)	

Magnifier Reading Commands

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

1. Open the Magnifier settings:
 2. Select from the "Reading shortcut" drop-down.
- | | |
|------------------------------|--|
| Read from mouse pointer | |
| Read next sentence | |
| Read previous sentence | |
| Start, pause, resume reading | |
| Stop reading | |

Command Prompt

Use Mark mode to navigate/select with arrow keys.	
Begin block selection (Mark mode)	
Copy selected text	
Enter Mark mode	
Move cursor in direction (Mark mode)	
Move cursor one page down (Mark mode)	
Move cursor one page up (Mark mode)	
Move cursor to end of buffer (Mark mode)	
Move cursor to start of buffer (Mark mode)	
Paste selected text	
Scroll window down one line	
Scroll window up one line	

Common

Activate Menu bar in active app	
Close active document (full-screen apps)	
Close active item or exit active app	
Copy selected item	
Cut selected item	
Cycle through items in order opened	
Cycle through elements in window/desktop	
Delete selected item, move to Recycle Bin	
Delete selected item, skip Recycle Bin	
Display address bar list in File Explorer	
Display or hide desktop	
Display properties of selected item	
Display shortcut menu for selected item	
Go back	
Go forward	
Lock PC	
Move cursor to start of next paragraph	
Move cursor to start of next word	
Move cursor to start of previous paragraph	
Move cursor to start of previous word	
Move group/file on Start menu	
Move one screen down	
Move one screen 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	
Open Task Manager	
Open/close Start	
Paste selected item	
Perform command for a letter	
Redo action	
Refresh active window	
Rename selected item	
Screenshot: Active app window	
Screenshot: Entire desktop	
Screenshot: Open Feedback Hub first	
Screenshot: Snip & Sketch	
Screenshot: Save full screen screenshot to file	
Search for a file or folder in File Explorer	
Select all items in document or window	
Select block of text	
Select multiple adjacent items	
Select non-adjacent items	
Show password on sign-in screen	
Stop or leave current task	
Switch keyboard layout (if available)	
Switch open apps by selecting app	
Switch open windows	
Undo action	

Dialog Box

Display items in active list	
Move back through options	
Move back through tabs	
Move forward through options	
Move forward through tabs	
Perform command for a letter	
Select button in group of option buttons	
Select or clear check box	

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Windows 8 Quick Dummies Guide

Padhraic Smyth

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