

# 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 (three seconds)

Turn High Contrast on/off

SHIFT (three seconds)

Turn Mouse Keys on/off

LEFT ALT (three seconds)

Turn On-Screen Keyboard on/off

CTRL O

Turn Speech Recognition on/off

CTRL S

Turn Sticky Keys on/off

SHIFT (three seconds)

Turn Toggle Keys on/off

NUM LOCK (three seconds)

## Magnifier

Cycle through views

CTRL ALT M

Invert colors

CTRL ALT I

Open Magnifier settings

ALT 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 items 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: **ALT 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 **ESC**

## Command Prompt

Use Mark mode to navigate/select with arrow keys.

Begin block selection (Mark mode) **ALT SHIFT DOWN 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 **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 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 **ALT F4**

Paste selected item **CTRL V**

Perform command for a letter **ALT UNDERLINE LETTER**

Redo action **CTRL Y**

Refresh active window **CTRL R**

Renamer 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 **ALT 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 UNDERLINE LETTER**

Select button in group of option buttons **↑ ↓ ← →**

Select or clear check box **SPACE**

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# An Essential Guide To Windows 1

**Leonard J. Brillson**

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