

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 (eight seconds)
Turn High Contrast on/off	SHIFT 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	+ or -
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 | ONLY KEY |

Command Prompt

Use Mark mode to navigate/select with arrow keys	
Begin block selection (Mark mode)	ALT SELECT FROM 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 FE
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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One Hundred One Essential Windows Tips

Mike Jess



One Hundred One Essential Windows Tips:

Adobe Photoshop CS6 Top 100 Simplified Tips and Tricks Lynette Kent,2012-04-20 Take your Photoshop skills to the next level Users who already know Photoshop basics will love this colorful step by step guide to new tricks and techniques Filled with beyond the essentials techniques that show how to take your Photoshop skills to the next level it is lavishly illustrated with beautiful photos that inspire you to experiment Numbered step by step instructions make the techniques easy to learn and this edition delves into all the capabilities of Photoshop CS6 Learn to get your images noticed Users who are already familiar with Photoshop basics can expand their skills with these creative original techniques Features numbered step by step instructions illustrated with full color screen shots and beautiful photos Helps you take your skills to the next level and add wow to your images Veteran author is a well traveled photographer and skilled Photoshop technician who has served as a demo artist for computer graphics software Photoshop CS 6 Top 100 Simplified Tips Tricks helps you expand your skills and enhance your photos

Essentials of Computer Architecture Douglas Comer,2017-01-06 This easy to read textbook provides an introduction to computer architecture while focusing on the essential aspects of hardware that programmers need to know The topics are explained from a programmer s point of view and the text emphasizes consequences for programmers Divided in five parts the book covers the basics of digital logic gates and data paths as well as the three primary aspects of architecture processors memories and I O systems The book also covers advanced topics of parallelism pipelining power and energy and performance A hands on lab is also included The second edition contains three new chapters as well as changes and updates throughout

Photoshop Elements 10 Top 100 Simplified Tips and Tricks Rob Sheppard,2011-11-01 A visual guide to getting the most out of Photoshop Elements 10 If you understand the basics of Photoshop Elements you ll love this collection of 100 must know tips and tricks Two page tutorials full color screen shots and step by step instructions make it easy to see and follow the directions helping you to get the very most from this top selling image editing software This guide catches you up on Photoshop Elements 10 covers features you may not have known about and alerts you to a slew of cool effects and techniques Explains techniques best practices and creative ways to transform your digital images from everyday to extraordinary Includes beautiful photos and tips from an experienced photographer and author who shares his secrets on how to create images that wow viewers Features step by step instruction in a series of two page highly visual tutorials with helpful full color screen shots on every page Perfect for visual learners who are migrating from older versions of the software or who already have a comfort level with Photoshop Elements and want to move to a new skill level Take your image editing and Photoshop Elements skills beyond the essentials with this practical guide

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Photoshop Elements 11 Top 100 Simplified Tips and Tricks Rob Sheppard,2012-10-05 Get the most out of Photoshop Elements 11 with this simplified guide If you already understand the basics of Photoshop Elements and are eager try out some unique tips and techniques then you ll love this collection of 100 must know tips and tricks Two page tutorials full color screen shots and step by step instructions make it easy to see and follow the directions helping you to get the very most from this top selling image editing software This guide gets you up to speed on Photoshop Elements 11 and helps you expand your skill set with these best practices for getting the most out of the new version Shares innovative techniques and unique tips for using the newest and coolest features found in the new Photoshop Elements 11 Explains techniques best practices and creative ways to transform your digital images from everyday to extraordinary Features beautiful photos and tips from an experienced photographer and author who shares his secrets on how to create memorable images Includes step by step instruction in a series of two page highly visual tutorials with helpful full color screen shots on every page Take your image editing and Photoshop Elements skills to the next level with this practical guide

Subject Guide to Books in Print,1993

The Essential Evangelical Parallel Bible John R. Kohlenberger,2004 The Essential Evangelical Parallel Bible enables readers to easily compare the texts of a quarter of modern translations that span the full range of scholarly approaches to the ancient text

Software Essentials for Graphic Designers Mark Gatter,2006 Today s software packages and more specifically their user manuals have become huge and complex making them daunting prospects for beginners or those in need of a refresher course Now Mark Gatter presents a groundbreaking book aimed primarily at new graphic designers and students which imparts the essential basics that professionals will need on a day to day basis to run seven major graphics and web design programs used the world over Each chapter familiarizes the user with the screen menus windows tools navigation system and basic procedures specific to each piece of software There is a logical flow of information and methods complimented by colour illustrations which enables the learner to start using the program immediately regardless of the version they have installed All instructions are provided in both Mac and PC format

Residential Design Using AutoCAD 2015 Daniel John Stine,2014-04 Residential Design Using AutoCAD 2015 is an introductory level tutorial which uses residential design exercises as the means to teach you AutoCAD 2015 Each book comes with a disc containing numerous video presentations in which the author shows and explains the many tools and techniques

used in AutoCAD 2015 After completing this book you will have a well rounded knowledge of Computer Aided Drafting that can be used in the industry and the satisfaction of having completed a set of residential drawings This textbook starts with a basic introduction to AutoCAD 2015 The first three chapters are intended to get you familiar with the user interface and the most common menus and tools Throughout the rest of the book you will design a residence through to its completion Using step by step tutorial lessons the residential project is followed through to create elevations sections details etc Throughout the project new AutoCAD commands are covered at the appropriate time Focus is placed on the most essential parts of a command rather than an exhaustive review of every sub feature of a particular command The Appendix contains a bonus section covering the fundamental principles of engineering graphics that relate to architecture The disc that comes with this book contains extensive video instruction as well as bonus chapters that cover must know commands sketching exercises a roof study workbook and much more About the Videos The videos contained on the included disc make it easy to see the menu selections and will make learning AutoCAD straightforward and simple At the start of each chapter you are prompted to watch a video that previews the topics that will be covered in the proceeding chapter This allows you to become familiar with the menu selections and techniques before you begin the tutorial By watching these videos you will be more confident in what you are doing and have a better understanding of the desired outcome of each lesson

Residential Design Using AutoCAD 2017 Daniel John Stine, 2016-03 Residential Design Using AutoCAD 2017 is an introductory level tutorial which uses residential design exercises as the means to teach you AutoCAD 2017 Each book comes with access to extensive video instruction in which the author explains the most common tools and techniques used when designing residential buildings using AutoCAD 2017 After completing this book you will have a well rounded knowledge of Computer Aided Drafting that can be used in the industry and the satisfaction of having completed a set of residential drawings This textbook starts with a basic introduction to AutoCAD 2017 The first three chapters are intended to get you familiar with the user interface and the most common menus and tools Throughout the rest of the book you will design a residence through to its completion Using step by step tutorial lessons the residential project is followed through to create elevations sections details etc Throughout the project new AutoCAD commands are covered at the appropriate time Focus is placed on the most essential parts of a command rather than an exhaustive review of every sub feature of a particular command The Appendix contains a bonus section covering the fundamental principles of engineering graphics that relate to architecture This book also comes with extensive video instruction as well as bonus chapters that cover must know commands sketching exercises a roof study workbook and much more

[Residential Design Using AutoCAD 2024](#) Daniel John Stine, 2023-06-16 Designed for new users of AutoCAD 2024 Project based tutorials design a house from start to finish using AutoCAD 2024 Includes access to extensive video instruction Bonus material covers must know commands sketching exercises a roof study workbook and more

Residential Design Using AutoCAD 2024 is an introductory level tutorial which uses residential design exercises as the means

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Commercial Design Using AutoCAD 2023 Daniel John Stine, 2022-08 Designed for beginners wanting to learn how to design commercial buildings using AutoCAD Project based tutorials design a campus library from start to finish Video instruction is included with each book Bonus chapters cover an introduction to computers and a roof study workbook Commercial Design Using AutoCAD 2023 is designed for architectural students and professionals using AutoCAD 2023 The intent is to provide you with a well rounded knowledge of tools and techniques for use in both school and industry This text takes a project based approach to learning AutoCAD in which you develop a campus library throughout the book Each book comes with access to extensive video instruction in which the author explains the most common tools and techniques used when designing buildings using AutoCAD The first two chapters are intended to get you familiar with the user interface as well as the most common menus tools and commands that are required to work effectively with AutoCAD 2023 By the end of chapter two you will be excited and prepared to take on a much larger project Throughout the rest of the book you develop the campus library Using step by step tutorial lessons the library project is followed through to create FFE plans interior elevations schedules and details In these chapters many of the additional tools and features of AutoCAD 2023 are covered in greater detail General building codes and industry standard conventions are covered in a way that is applicable to the current exercise About the Videos Each book includes access to extensive video training created by author Daniel Stine The videos make it easy to see the exact menu selections made by the

author while he describes how and why each step is made making it straightforward and simple to learn AutoCAD These videos allow you to become familiar with the menu selections and techniques before you begin the tutorial By watching these videos you will be more confident in what you are doing and have a better understanding of the desired outcome of each lesson The videos cover the following User Interface Getting Started Draw Tools Modify Tools Annotation Floor Plans Exterior Elevations Sections Interior Design Plotting

Residential Design Using AutoCAD 2023 Daniel John Stine,2022-05 Designed for new users of AutoCAD 2023 Project based tutorials design a house from start to finish using AutoCAD 2023 Includes access to extensive video instruction Bonus material covers must know commands sketching exercises a roof study workbook and more Residential Design Using AutoCAD 2023 is an introductory level tutorial which uses residential design exercises as the means to teach you AutoCAD 2023 Each book comes with access to extensive video instruction in which the author explains the most common tools and techniques used when designing residential buildings using AutoCAD 2023 After completing this book you will have a well rounded knowledge of Computer Aided Drafting that can be used in the industry and the satisfaction of having completed a set of residential drawings This textbook starts with a basic introduction to AutoCAD 2023 The first three chapters are intended to get you familiar with the user interface and the most common menus and tools Throughout the rest of the book you will design a residence through to its completion Using step by step tutorial lessons the residential project is followed through to create elevations sections details etc Throughout the project new AutoCAD commands are covered at the appropriate time Focus is placed on the most essential parts of a command rather than an exhaustive review of every sub feature of a particular command The Appendix contains a bonus section covering the fundamental principles of engineering graphics that relate to architecture This book also comes with extensive video instruction as well as bonus chapters that cover must know commands sketching exercises a roof study workbook and much more About the Videos Each book includes access to extensive video training created by author Daniel Stine The videos make it easy to see the exact menu selections made by the author while he describes how and why each step is made making it straightforward and simple to learn AutoCAD These videos allow you to become familiar with the menu selections and techniques before you begin the tutorial By watching these videos you will be more confident in what you are doing and have a better understanding of the desired outcome of each lesson The videos cover the following User Interface Getting Started Draw Tools Modify Tools Annotation Floor Plans Exterior Elevations Sections Interior Design Plotting

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Design Plotting **Commercial Design Using AutoCAD 2012** Daniel John Stine, 2011-04-11 Commercial Design Using AutoCAD 2012 is designed for the architectural student using AutoCAD 2012 The intent is to provide the student with a well rounded knowledge of tools and techniques for use in both school and industry This text takes a project based approach to learning AutoCAD in which the student develops a campus library Each book comes with a CD containing numerous video presentations of the written material The first two chapters are intended to get the reader familiar with the user interface as well as the most common menus tools and commands that are required to work effectively with AutoCAD 2012 By the end of chapter two the student will be excited and prepared to take on a much larger project Throughout the rest of the book the student develops the campus library Using step by step tutorial lessons the library project is followed through to create FFE plans interior elevations schedules and details In these chapters many of the additional tools and features of AutoCAD 2012 are covered in greater detail General building codes and industry standard conventions are covered in a way that is

applicable to the current exercise **Essentials of Forensic Accounting** Michael A. Crain, William S. Hopwood, Richard S. Gendler, George R. Young, Carl Pacini, 2019-08-06 Essentials of Forensic Accounting Essentials of Forensic Accounting is an authoritative resource covering a comprehensive range of forensic accounting topics As a foundation review a reference book or as preparation for the Certification in Financial Forensics CFF Exam this publication will provide thoughtful and insightful examination of the key themes in this field including Professional responsibilities and practice management Fundamental forensic knowledge including laws courts and dispute resolution Specialized forensic knowledge such as bankruptcy insolvency reorganization and valuation Through illustrative examples cases and explanations this book makes abstract

concepts come to life to help you understand and successfully navigate this complex area *Residential Design Using AutoCAD 2013* Daniel John Stine, 2012-04-27 *Residential Design Using AutoCAD 2013* is an introductory level tutorial which uses residential design exercises as the means to teach you AutoCAD 2013 Each book comes with a DVD containing numerous video presentations in which the author shows and explains the many tools and techniques used in AutoCAD 2013 After completing this book you will have a well rounded knowledge of Computer Aided Drafting that can be used in the industry and the satisfaction of having completed a set of residential drawings This textbook starts with an optional section that covers basic hand sketching techniques and concepts intended to increase your ability to sketch design ideas by hand and to think three dimensionally The book then proceeds with a basic introduction to AutoCAD 2013 The first three chapters are intended to get you familiar with the user interface and many of the common menus and tools Throughout the rest of the book you will design a residence through to its completion Using step by step tutorial lessons the residential project is followed through to create elevations sections details etc Throughout the project new AutoCAD commands are covered at the appropriate time Focus is placed on the most essential parts of a command rather than an exhaustive review of every sub feature of a particular command The Appendix contains a bonus section covering the fundamental principles of engineering graphics that relate to architecture American Stationer and Office Manager ,1918 **The American Stationer and Office Outfitter** ,1918 **United States Economist, and Dry Goods Reporter** ,1917

One Hundred One Essential Windows Tips Book Review: Unveiling the Magic of Language

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