



Windows 11

shortcuts • security • virus scanning • family safety • back-ups • OneDrive
• customization • screen recording • and more**TIPS
AND
TRICKS**

Keyboard Shortcuts

NOTE: Some shortcuts and features will vary depending on the build you're running.



New Shortcuts in Windows 11

Shortcut Key	Function
Windows key (WIN) + N	Access the Notifications panel
WIN + A	Open Quick Settings (previously, Action Center)
WIN + W	Open Widgets
WIN + Z	Open Snap Layouts. Use the arrow key to select a snap layout
WIN + Up Arrow	Snap active window to the top half of display
WIN + Down Arrow	Snap active window to the bottom half
WIN + Left/Right Arrow	Snap active window to the left or right half
WIN + C	Open Microsoft Teams chat

Application (App) and Window Shortcuts

Shortcut Key	Function
WIN	Open the Start menu
WIN + A	Open Quick Settings
WIN + E	Open File Explorer
WIN + F	Open Feedback Hub
WIN + H	Launch voice typing
WIN + I	Open Quick Cast settings
WIN + Tab	Open the Task View
WIN + Ctrl + D	Create a new virtual desktop
WIN + Ctrl + F4	Close the active virtual desktop
WIN + Ctrl + Left/Right Arrow	Switch between virtual desktops in order of time created
WIN + Shift + Left/Right Arrow	Move the active app window from one monitor to another
WIN + L	Lock screen
WIN + T	Cycle through programs on the taskbar
WIN + S	Open the Windows search bar
WIN + F4	Close the active window
WIN + D	Display/Hide the desktop

Accessibility Shortcuts

Shortcut Key	Function
WIN + plus sign (+)	Turn Magnifier on
WIN + Esc	Turn Magnifier off
WIN + plus sign (+) or minus sign (-)	When Magnifier is on, zoom in or out
Ctrl + Alt + mouse scroll wheel	Zoom in and out using the mouse scroll wheel
WIN + Ctrl + M	Open Magnifier settings
Ctrl + Alt + arrow keys	Pan in the direction of the arrow keys
Ctrl + Alt + I	Invert colors
Ctrl + Alt + F	Switch to full screen view
Ctrl + Alt + L	Switch to lens view
Ctrl + Alt + D	Switch to docked view
Ctrl + Alt + M	Cycle through views
Ctrl + Alt + R	Resize the lens with the mouse
Shift + Alt + arrow keys	Resize the lens with the keyboard
Ctrl + Alt + spacebar	Quickly see the entire desktop when using full screen view

Shortcuts for Exploring Files

Shortcut Key	Function
WIN + E	Open File Explorer
Ctrl + N	Open a new File Explorer window when in File Explorer
Ctrl + E	Access the File Explorer search bar
Ctrl + W	Close the active window
Ctrl + mouse scroll	Change the file and folder view
F4	Switch to address/location bar
F5	Refresh File Explorer
F6	Switch between the left/right pane
Alt + D	Select address bar for File Explorer
Ctrl + Shift + N	Create a new folder
Alt + P	Show/Hide preview panel in File Explorer
Alt + Enter	Open the Properties menu for the selected item
Shift + F10	Show the classic context menu for the selected item
Alt + Left/Right Arrow	Go to the next or previous folder
Alt + Up Arrow	Go to the parent folder/directory
Num Lock + plus sign (+)	Expand the selected folder
Num Lock + minus sign (-)	Collapse the selected folder

Touch Gestures for Windows 11 Touchscreen Devices

Desired Action	Touchscreen Gesture
Select an item	Tap the screen
Scroll	Place two fingers on the screen and slide horizontally or vertically
Zoom in or out	Place two fingers on the screen and pinch in or stretch out
Show more commands (like right-clicking)	Press and hold the item
Show all open windows	Swipe with three fingers up on the screen
Show the desktop	Swipe with three fingers down on the screen
Switch to the last open app	Swipe with three fingers to the left or right of the screen
Open Notifications panel	Swipe with one finger in from the right edge of the screen
See widgets	Swipe with one finger in from the left edge of screen
Switch desktops	Swipe with four fingers to the left or right of the screen

Settings

To open the Settings app, right-click on the Start  button on the taskbar to open the Start menu, then choose Settings, or press the WIN + I keys

Quick Settings

- To open Quick Settings, press WIN + A
- To customize the Quick Settings buttons:
 1. Open Quick Settings
 2. Select Edit
 3. To remove a button, select X in its upper-right corner
 4. To add a button, select Add and choose the setting(s) you want to add
 5. Select Done

Microsoft Windows 8 Study Guide

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Microsoft Windows 8 Study Guide:

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Docter,Emmett Dulaney,Toby Skandier,2015-12-18 NOTE The exam this book covered CompTIA A Exams 220 901 and 220 902 was retired by CompTIA in 2019 and is no longer offered For coverage of the current exam CompTIA A Exams 220 1001 and 220 1002 please look for the latest edition of this guide CompTIA A Complete Study Guide Exams 220 1001 and 220 1002 4e 9781119515937 The CompTIA A Complete Study Guide is your complete solution for A exam preparation Covering 100% of Exam 220 901 and Exam 220 902 objectives this book gives you everything you need to ensure that you not only understand the basics of IT but that you can demonstrate your understanding effectively Now in its third edition this guide has been updated to reflect the exam s new focus Coverage includes the latest best practices Windows 8 8 1 and mobile OSes and an emphasis on the practical skills required on the job Clear and concise this book helps you solidify your understanding of crucial hardware and operating system maintenance and troubleshooting topics covered on the exam You also gain access to the Sybex exclusive online interactive learning environment and test bank featuring bonus practice exams electronic flashcards and a searchable PDF glossary of the most important terms you need to understand The CompTIA A certification is the essential computer technician credential and is required by over 100 leading employers This book helps you prepare and practice so you can approach the exam with confidence and pass with flying colors Review the components of personal computers laptops and portable devices Understand operating systems networks and security Get up to speed on safety and environmental issues Practice effective communication and the soft skills of professionalism More than just a review of computer parts this book covers everything you ll see on the exam Why go in unprepared when you can have the Sybex advantage

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can easily help you to find the answers to questions you have about Windows 8 Getting quick answers will help you to be able to learn how to use Windows 8 without too much reading

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