

Keyboard Shortcuts in Windows 8



Since its release in 2012, Windows 8 has become widely known for its touch capabilities and the many fun and useful features that users can access with a tap or a swipe. However, some people with dexterity and hand-eye coordination issues find it difficult to use a touch screen. For these individuals—and others who simply prefer to use a keyboard—Windows 8 offers extensive keyboard shortcut support—including the option to specify custom shortcuts.

Windows 8 includes the classic time-saving keyboard shortcuts that have become second nature to long-time PC users such as Ctrl+C to copy, Ctrl+V to paste, Ctrl+P to print, and dozens more, including shortcuts for moving within dialog boxes. This continuity helps users of earlier Windows versions transition smoothly to Windows 8.

Even better, Windows 8 offers keyboard shortcuts that allow everyone to enjoy the sleek, fast, and modern new user experience—whether or not they use the new touch capabilities. Many of these shortcuts combine the Windows logo key (⊞) with one or two other keys to initiate a command.

For example, users can access the five “charms”—Search, Share, Start, Devices, and Settings—that appear on the right side of the screen throughout Windows 8 by pressing Windows logo key +C.



If you want to search the web or search for apps, settings, or files on your PC or OneDrive, you have two easy options:

- On the Start screen, just start typing your search term.
- In any open application, press Windows logo key +S to open the Search bar.

Or, if you want to rearrange the tiles on the Windows Start screen:

1. Press Windows logo key to open the Start screen.
2. Using the arrow keys, highlight the tile you want to move.
3. Hold down Alt+Shift while using the arrow keys to move the tile.
4. Repeat for all the other tiles you want to move.

Most of the built-in Windows 8 apps also include keyboard shortcuts. To get to the App menu, press Windows logo key +Z.



Magnifier and Narrator

For people with low vision or situational vision impairments, the Magnifier and Narrator features in Windows can be particularly helpful. You can access both using the keyboard.

Magnifier enlarges all or part of your screen so you can see the words or images better. To open Magnifier, press Windows logo key  + Plus Sign (+). Here are some of the other things you can do with the keyboard when Magnifier is open:

- Zoom in: Windows logo key  + Plus Sign (+)
- Zoom out: Windows logo key  + Minus Sign (-)
- Switch to full-screen mode: Ctrl+Alt+F
- Switch to lens mode: Ctrl+Alt+L
- Invert colors: Ctrl+Alt+I

Narrator is a screen reader that reads on-screen text aloud and describes events such as error messages that appear on screen. To start Narrator, press Windows logo key  + Enter. Here are some of the many Narrator keyboard shortcuts:

- Read item: Caps Lock+D
- Read window: Caps Lock+W
- Increase voice speed: Caps Lock+Plus Sign (+)
- Decrease voice speed: Caps Lock+Minus Sign (-)
- Stop reading: Ctrl

Ease of Access Center

The Ease of Access Center in Windows 8 is a handy entry point to the most commonly used accessibility options and tools, including Magnifier and Narrator. It's also a central place to adjust Windows settings to suit your accessibility needs and preferences. Open the Ease of Access Center by pressing Windows logo key  + U.

For users who prefer keyboard input, it's easy to adjust the way Windows responds to key combinations—to make keys easier to press, for example, or so accidental keystrokes are ignored. You can also set an option that underlines keyboard shortcuts and access keys within dialog boxes.



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