

# Zoom 101

## Frequently used shortcuts - PC

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- ESC: Exit full-screen whenever available
- Alt+F: Enter or exit full screen
- Alt: Turn on/off the option 'Always show meeting control toolbar' in "Settings">>"Accessibility"
  
- Alt+F1: Switch to active speaker view in video meeting
- Alt+F2: Switch to gallery video view in video meeting
- Page UP/Page Down: View next or previous 25 video stream in gallery view
  
- Alt+V: Turn on/off video
- Alt+A: Mute/unmute audio (Press and hold space bar to talk)
- Alt+M: Mute/unmute audio for everyone except host (For the meeting host only)
  
- Alt+S: Launch share screen window and stop screen share
- Alt+Shift+S: Start/stop new screen share
- Alt+T: Pause or resume screen share
  
- Alt+R: Start local recording
- Alt+C: Start cloud recording
- Alt+P: Pause or resume recording
  
- Alt+H: Toggle In-Meeting Chat panel
- Alt+U: Toggle Participants panel
- Alt+I: Open Invite window

**Ctrl+Alt+Shift: Show/hide meeting controls**

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