

Windows 7

Keyboard Shortcuts

This eBook provides you with a list of 100 Windows 7 keyboard shortcuts to help improve your interaction with your PC as well as save you the time and effort it takes when you work with Windows 7 and other programs.

Windows 7

To	Keyboard
Display Help	F1
Rename an item	F2
Display the Search window to find a file or folder	F3
Display the address bar list in Windows Explorer or Display items in the active list in a dialog box	F4
Refresh the currently active window	F5
Tab through items in a window or on the desktop	F6
Display the command history in a Command Prompt	F7
Activate the menu bar in the active program	F10
Maximize or minimize the active window	F11
Open or close the Start menu	Windows Logo Key or Ctrl+Esc
Open the System Properties dialog box	Windows Logo Key +Pause
Open Task Manager	Ctrl+Shift+Esc
Open Ease of Access Center	Windows Logo Key +U
Open Windows Mobility Center	Windows Logo Key +X
Open Computer	Windows Logo Key +E
Open the Run dialog box	Windows Logo Key +R
Open the Properties dialog box for an item	Alt+Enter
Open the menu to the right, or open a submenu in Windows Explorer	Right Arrow

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To	Keyboard
Open the Jump List for the program pinned to the taskbar according to its numerical order	Alt+Windows Logo Key +number
Open a new window	Ctrl+N
Opens Search	Windows Logo Key +F
Open a folder one level up if a folder is selected in the Save As or Open dialog box	Backspace
Minimize all windows	Windows Logo Key +M
Restore minimized windows	Windows Logo Key +Shift+M
Display the desktop	Windows Logo Key +D
Cancel the current task	Esc
Search for computers on a network	Ctrl+Windows Logo Key +F
Lock your computer or switch users	Windows Logo Key +L
Start the program pinned to the taskbar according to its numerical order or if the program is running, switch to the program	Windows Logo Key +number
Start a new instance of the program pinned to the taskbar according to its numerical order	Shift+Windows Logo Key +number
Switch to the last active window of the program pinned to the taskbar according to its numerical order	Ctrl+Windows Logo Key +number
Switch to the program that displayed a message in the notification area	Ctrl+Windows Logo Key +B
Preview the desktop	Windows Logo Key +Spacebar
Maximize a window	Windows Logo Key +Up Arrow
Maximize the window to the left side of the screen	Windows Logo Key +Left Arrow
Maximize the window to the right side of the screen	Windows Logo Key +Right Arrow

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To	Keyboard
Minimize a window	Windows Logo Key +Down Arrow
Minimize all windows except the active window	Windows Logo Key +Home
Stretch the window to the top and bottom of the screen	Windows Logo Key Shift+Up Arrow
Move a window from one monitor to another	Windows Logo Key +Shift+Left Arrow or Right Arrow
Choose a presentation display mode	Windows Logo Key +P
Cycle through gadgets	Windows Logo Key +G
Change the size of icons on the desktop	Ctrl+Mouse wheel scroll
Switch between open windows or items	Alt+Tab
Display the preview pane	Alt+P
Select all items in a document or window	Ctrl+A
Copy selected items	Ctrl+C
Cut selected items	Ctrl+X
Paste selected items	Ctrl+V
Undo	Ctrl+Z
Redo	Ctrl+Y
Delete and move an item to the Recycle Bin	Delete
Delete an item permanently	Shift+Delete
Move the cursor to the beginning of the next word	Ctrl+Right Arrow
Move the cursor to the beginning of the previous word	Ctrl+Left Arrow
Move the cursor to the beginning of the next paragraph	Ctrl+Down Arrow

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To	Keyboard
Move the cursor to the beginning of the previous paragraph	Ctrl+Up Arrow
Select a block of text	Ctrl+Shift +Any arrow key
Select multiple items in a window, on the desktop, or select text within a document	Shift +Any arrow key
Select multiple individual items in a window or on the desktop	Ctrl+Any arrow key+Spacebar
View the folder one level up in Windows Explorer	Alt+Up Arrow
Cycle through programs on the taskbar using Aero Flip 3-D	Windows Logo Key +Tab or Ctrl+Windows Logo Key +Tab
Cycle through programs on the taskbar	Windows Logo Key +T
Close an active item, or exit an active program	Alt+F4
Select the Address Bar	Alt + D
Cycle forward through open windows	Alt + Tab
Cycle backward through window or dialog box elements	Shift + F6
Cycle through items in the order in which they were opened	Alt+Esc
Open the shortcut menu for the active window	Alt+Spacebar
Close the active document when multiple documents are open	Ctrl+F4
Use the arrow keys to switch between open items	Ctrl+Alt+Tab
Display the corresponding menu or perform a menu command	Alt+underlined letter
Display the shortcut menu for the selected item	Shift+F10
Move forward through options in a dialog box	Tab
Move forward through tabs in a dialog box	Ctrl+Tab

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To	Keyboard
Move back through tabs in a dialog box	Ctrl+Shift+Tab
Move back through options in a dialog box	Shift+Tab
Replace the mouse-click action	Enter
Check or uncheck a check box in a dialog box	Spacebar
Select a button in a dialog box	Arrow keys
Create a new folder	Ctrl+Shift+N
Display the bottom of the active window	End
Display the top of the active window	Home
Display all subfolders under the selected folder in Windows Explorer	Num Lock+Asterisk (*) on numeric keypad
Display the contents of a selected folder in Windows Explorer	Num Lock+Plus Sign (+) on numeric keypad
Collapse a selected folder in Windows Explorer	Num Lock+Minus Sign (-) on numeric keypad
View the previous folder in Windows Explorer	Alt+Left Arrow
Display the current selection if it is collapsed or select the first subfolder in Windows Explorer	Right Arrow
View the next folder in Windows Explorer	Alt+Right Arrow
View the parent folder in Windows Explorer	Alt+Up Arrow
Open the menu to the left Close a submenu or; Collapse the current selection if it's expanded or select the parent folder in Windows Explorer	Left Arrow
Take a screen shot of the active window and places it on the Clipboard	Alt + PrtScn
Load CD/DVD without opening Autoplay or Autorun	Shift + Insert CD/DVD

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To	Keyboard
Select a consecutive group of items	Shift + Click
Access the context menu for the selected item	Shift + Right-click a taskbar button
Take a screen shot of the entire screen and places it on the Clipboard	PrtScn
Access the context menu for a selected item	Application Key (This key is adjacent to the right Windows Logo Key or is displayed in the upper-right corner on some laptop keyboards.)
Turn StickyKeys on or off	Press Shift 5 times
Turn FilterKeys on or off	Hold down right Shift for 8 seconds
Turn ToggleKeys on or off	Hold down Num Lock for 5 seconds

You can even [create your very own keyboard shortcut keys](#) to open programs. To learn how to do this and get access to Windows 7 how-to articles and daily app tips, latest Windows 7 wallpapers, customization options and more, visit theapptimes.com.

To Do

Identify tasks that you do most often, mark the shortcuts on the PDF, transfer them to the following page, print and pin them to your dashboard so that you can make a quick reference whenever you need them.

Once you become familiar with the shortcuts and no longer need to refer to the dashboard add fresh new keyboard shortcuts and continue the process until you are become a Windows 7 shortcut whiz.

