

Windows 7 Keyboard Shortcuts

Ease of Access

Right Shift for eight seconds	Turn Filter Keys on and off
Left Alt+Left Shift+PrtScn (or PrtScn)	Turn High Contrast on or off
Left Alt+Left Shift+Num Lock	Turn Mouse Keys on or off
Shift five times	Turn Sticky Keys on or off
Num Lock for five seconds	Turn Toggle Keys on or off
Windows logo key +U	Open the Ease of Access Center

General

F1	Display Help
Ctrl+C or Ctrl+Insert	Copy the selected item
Ctrl+X	Cut the selected item
Ctrl+V or Shift+Insert	Paste the selected item
Ctrl+Z	Undo an action
Ctrl+Y	Redo an action
Delete or Ctrl+D	Delete the selected item and move it to the Recycle Bin
Shift+Delete	Delete the selected item without moving it to the Recycle Bin first
F2	Rename the selected item
Ctrl+Right Arrow	Move the cursor to the beginning of the next word
Ctrl+Left Arrow	Move the cursor to the beginning of the previous word
Ctrl+Down Arrow	Move the cursor to the beginning of the next paragraph
Ctrl+Up Arrow	Move the cursor to the beginning of the previous paragraph
Ctrl+Shift with an arrow key	Select a block of text
Shift with any arrow key	Select more than one item in a window or on the desktop, or select text within a document
Ctrl with any arrow key+Spacebar	Select multiple individual items in a window or on the desktop
Ctrl+A	Select all items in a document or window
F3	Search for a file or folder
Alt+Enter	Display properties for the selected item
Alt+F4	Close the active item, or exit the active program

General cont...

Alt+Spacebar	Open the shortcut menu for the active window
Ctrl+F4	Close the active document (in programs that allow you to have multiple documents open simultaneously)
Alt+Tab	Switch between open items
Ctrl+Alt+Tab	Use the arrow keys to switch between open items
Ctrl+Mouse scroll wheel	Change the size of icons on the desktop
Windows logo key +Tab	Cycle through programs on the taskbar by using Aero Flip 3-D
Ctrl+Windows logo key +Tab	Use the arrow keys to cycle through programs on the taskbar by using Aero Flip 3-D
Alt+Esc	Cycle through items in the order in which they were opened
F6	Cycle through screen elements in a window or on the desktop
F4	Display the address bar list in Windows Explorer
Shift+F10	Display the shortcut menu for the selected item
Ctrl+Esc	Open the Start menu
Alt+underlined letter	Display the corresponding menu
Alt+underlined letter	Perform the menu command (or other underlined command)
F10	Activate the menu bar in the active program
Right Arrow	Open the next menu to the right, or open a submenu
Left Arrow	Open the next menu to the left, or close a submenu
F5 or Ctrl+R	Refresh the active window
Alt+Up Arrow	View the folder one level up in Windows Explorer
Esc	Cancel the current task
Ctrl+Shift+Esc	Open Task Manager
Shift when you insert a CD	Prevent the CD from automatically playing
Left Alt+Shift	Switch the input language when multiple input languages are enabled
Ctrl+Shift	Switch the keyboard layout when multiple keyboard layouts are enabled
Right or Left Ctrl+Shift	Change the reading direction of text in right-to-left reading languages

Dialog box

Ctrl+Tab	Move forward through tabs
Ctrl+Shift+Tab	Move back through tabs
Tab	Move forward through options
Shift+Tab	Move back through options
Alt+underlined letter	Perform the command (or select the option) that goes with that letter
Enter	Replaces clicking the mouse for many selected commands
Spacebar	Select or clear the check box if the active option is a check box
Arrow keys	Select a button if the active option is a group of option buttons
F1	Display Help
F4	Display the items in the active list
Backspace	Open a folder one level up if a folder is selected in the Save As or Open dialog box

Windows Logo Key

Windows logo key	Open or close the Start menu.
Windows logo key +Pause	Display the System Properties dialog box.
Windows logo key +D	Display the desktop.
Windows logo key +M	Minimize all windows.
Windows logo key +Shift+M	Restore minimized windows to the desktop.
Windows logo key +E	Open Computer.
Windows logo key +F	Search for a file or folder.
Ctrl+Windows logo key +F	Search for computers (if you're on a network).
Windows logo key +L	Lock your computer or switch users.
Windows logo key +R	Open the Run dialog box.
Windows logo key +T	Cycle through programs on the taskbar.
Windows logo key +number	Start the program pinned to the taskbar in the position indicated by the number. If the program is already running, switch to that program.
Shift+Windows logo key +number	Start a new instance of the program pinned to the taskbar in the position indicated by the number.
Ctrl+Windows logo key +number	Switch to the last active window of the program pinned to the taskbar in the position indicated by the number.
Alt+Windows logo key +number	Open the Jump List for the program pinned to the taskbar in the position indicated by the number.
Windows logo key +Tab	Cycle through programs on the taskbar by using Aero Flip 3-D.
Ctrl+Windows logo key +Tab	Use the arrow keys to cycle through programs on the taskbar by using Aero Flip 3-D.
Ctrl+Windows logo key +B	Switch to the program that displayed a message in the notification area.
Windows logo key +Spacebar	Preview the desktop.
Windows logo key +Up Arrow	Maximize the window.
Windows logo key +Left Arrow	Maximize the window to the left side of the screen.
Windows logo key +Right Arrow	Maximize the window to the right side of the screen.
Windows logo key +Down Arrow	Minimize the window.
Windows logo key +Home	Minimize all but the active window.
Windows logo key +Shift+Up Arrow	Stretch the window to the top and bottom of the screen.
Windows logo key +Shift+Left Arrow or Right Arrow	Move a window from one monitor to another.
Windows logo key +P	Choose a presentation display mode.
Windows logo key +G	Cycle through gadgets.
Windows logo key +U	Open Ease of Access Center.
Windows logo key +X	Open Windows Mobility Center.

Windows Explorer

Ctrl+N	Open a new window
Ctrl+W	Close the current window
Ctrl+Shift+N	Create a new folder
End	Display the bottom of the active window
Home	Display the top of the active window
F11	Maximize or minimize the active window
Ctrl+Period (.)	Rotate a picture clockwise
Ctrl+Comma (,)	Rotate a picture counter-clockwise
Num Lock+Asterisk (*) on numeric keypad	Display all subfolders under the selected folder
Num Lock+Plus Sign (+) on numeric keypad	Display the contents of the selected folder
Num Lock+Minus Sign (-) on numeric keypad	Collapse the selected folder
Left Arrow	Collapse the current selection (if it's expanded), or select the parent folder
Alt+Enter	Open the Properties dialog box for the selected item
Alt+P	Display the preview pane
Alt+Left Arrow	View the previous folder
Backspace	View the previous folder
Right Arrow	Display the current selection (if it's collapsed), or select the first subfolder
Alt+Right Arrow	View the next folder
Alt+Up Arrow	View the parent folder
Ctrl+Shift+E	Display all folders above the selected folder
Ctrl+Mouse scroll wheel	Change the size and appearance of file and folder icons
Alt+D	Select the address bar
Ctrl+E	Select the search box
Ctrl+F	Select the search box

Taskbar

Shift+Click on a taskbar button	Open a program or quickly open another instance of a program
Ctrl+Shift+Click on a taskbar button	Open a program as an administrator
Shift+Right-click on a taskbar button	Show the window menu for the program
Shift+Right-click on a grouped taskbar button	Show the window menu for the group
Ctrl+Click on a grouped taskbar button	Cycle through the windows of the group

Magnifier

Windows logo key + Plus Sign or Minus Sign	Zoom in or out
Ctrl+Alt+Spacebar	Preview the desktop in full-screen mode
Ctrl+Alt+F	Switch to full-screen mode