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
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
Ctrl+Alt+L	Switch to lens mode
Ctrl+Alt+D	Switch to docked mode
Ctrl+Alt+I	Invert colors
Ctrl+Alt+arrow keys	Pan in the direction of the arrow keys
Ctrl+Alt+R	Resize the lens
Windows logo key + Esc	Exit Magnifier
Remote Desktop Connection	
Alt+Page Up	Move between programs from left to right.
Alt+Page Down	Move between programs from right to left.
Alt+Insert	Cycle through programs in the order that they were started in.
Alt+Home	Display the Start menu.
Ctrl+Alt+Break	Switch between a window and full screen.
Ctrl+Alt+End	Display the Windows Security dialog box.
Alt+Delete	Display the system menu.
Ctrl+Alt+Minus Sign (-) on the numeric keypad	Place a copy of the active window, within the client, on the Terminal server clipboard (provides the same functionality as pressing Alt+PrtScn on a local computer).
Ctrl+Alt+Plus Sign (+) on the numeric keypad	Place a copy of the entire client window area on the Terminal server clipboard (provides the same functionality as pressing PrtScn on a local computer).
Ctrl+Alt+Right Arrow	"Tab" out of the Remote Desktop controls to a control in the host program (for example, a button or a text box). Useful when the Remote Desktop controls are embedded in another (host) program.
Ctrl+Alt+Left Arrow	"Tab" out of the Remote Desktop controls to a control in the host program (for example, a button or a text box). Useful when the Remote Desktop controls are embedded in another (host) program.
Paint	
Ctrl+N	Create a new picture
Ctrl+O	Open an existing picture
Ctrl+S	Save changes to a picture
F12	Save the picture as a new file
Ctrl+P	Print a picture
Alt+F4	Close a picture and its Paint window
Ctrl+Z	Undo a change
Ctrl+Y	Redo a change
Ctrl+A	Select the entire picture
Ctrl+X	Cut a selection
Ctrl+C	Copy a selection to the Clipboard
Ctrl+V	Paste a selection from the Clipboard
Right Arrow	Move the selection or active shape right by one pixel

Left Arrow	Move the selection or active shape left by one pixel
Down Arrow	Move the selection or active shape down by one pixel
Up Arrow	Move the selection or active shape up by one pixel
Esc	Cancel a selection
Delete	Delete a selection
Ctrl+B	Bold selected text
Ctrl++	Increase the width of a brush, line, or shape outline by one pixel
Ctrl+-	Decrease the width of a brush, line, or shape outline by one pixel
Ctrl+I	Italicize selected text
Ctrl+U	Underline selected text
Ctrl+E	Open the Properties dialog box
Ctrl+W	Open the Resize and Skew dialog box
Ctrl+Page Up	Zoom in
Ctrl+Page Down	Zoom out
F11	View a picture in full-screen mode
Ctrl+R	Show or hide the ruler
Ctrl+G	Show or hide gridlines
F10 or Alt	Display keytips
Shift+F10	Show the current shortcut menu
F1	Open Paint Help
WordPad	
Ctrl+N	Create a new document
Ctrl+O	Open an existing document
Ctrl+S	Save changes to a document
F12	Save the document as a new file
Ctrl+P	Print a document
Alt+F4	Close WordPad
Ctrl+Z	Undo a change
Ctrl+Y	Redo a change
Ctrl+A	Select the entire document
Ctrl+X	Cut a selection
Ctrl+C	Copy a selection to the Clipboard
Ctrl+V	Paste a selection from the Clipboard
Ctrl+B	Make selected text bold
Ctrl+I	Italicize selected text
Ctrl+U	Underline selected text
Ctrl+=	Make selected text subscript
Ctrl+Shift+=	Make selected text superscript
Ctrl+L	Align text left
Ctrl+E	Align text center
Ctrl+R	Align text right
Ctrl+J	Justify text
Ctrl+1	Set single line spacing

Ctrl+2	Set double line spacing
Ctrl+5	Set line spacing to 1.5
Ctrl+Shift+>	Increase the font size
Ctrl+Shift+<	Decrease the font size
Ctrl+Shift+A	Change characters to all capitals
Ctrl+Shift+L	Change the bullet style
Ctrl+D	Insert a Microsoft Paint drawing
Ctrl+F	Find text in a document
F3	Find the next instance of the text in the Find dialog box
Ctrl+H	Replace text in a document
Ctrl+Left Arrow	Move the cursor one word to the left
Ctrl+Right Arrow	Move the cursor one word to the right
Ctrl+Up Arrow	Move the cursor to the line above
Ctrl+Down Arrow	Move the cursor to the line below
Ctrl+Home	Move to the beginning of the document
Ctrl+End	Move to the end of the document
Ctrl+Page Up	Move up one page
Ctrl+Page Down	Move down one page
Ctrl+Delete	Delete the next word
F10	Display keytips
Shift+F10	Show the current shortcut menu
F1	Open WordPad Help
[Calculator](#)	
Alt+1	Switch to Standard mode
Alt+2	Switch to Scientific mode
Alt+3	Switch to Programmer mode
Alt+4	Switch to Statistics mode
Ctrl+E	Open date calculations
Ctrl+H	Turn calculation history on or off
Ctrl+U	Open unit conversion
Alt+C	Calculate or solve date calculations and worksheets
F1	Open Calculator Help
Ctrl+Q	Press the M- button
Ctrl+P	Press the M+ button
Ctrl+M	Press the MS button
Ctrl+R	Press the MR button
Ctrl+L	Press the MC button
%	Press the % button
F9	Press the +/â€" button
/	Press the / button
*	Press the * button
+	Press the + button
-	Press the â€" button

R	Press the 1/Ã— button
@	Press the square root button
0-9	Press the number buttons (0-9)
=	Press the = button
.	Press the . (decimal point) button
Backspace	Press the backspace button
Esc	Press the C button
Del	Press the CE button
Ctrl+Shift+D	Clear the calculation history
F2	Edit the calculation history
Up Arrow key	Navigate up in the calculation history
Down Arrow key	Navigate down in the calculation history
Esc	Cancel editing the calculation history
Enter	Recalculate the calculation history after editing
F3	Select Degrees in Scientific mode
F4	Select Radians in Scientific mode
F5	Select Grads in Scientific mode
I	Press the Inv button in Scientific mode
D	Press the Mod button in Scientific mode
Ctrl+S	Press the sinh button in Scientific mode
Ctrl+O	Press the cosh button in Scientific mode
Ctrl+T	Press the tanh button in Scientific mode
(	Press the (button in Scientific mode
)	Press the) button in Scientific mode
N	Press the ln button in Scientific mode
;	Press the Int button in Scientific mode
S	Press the sin button in Scientific mode
O	Press the cos button in Scientific mode
T	Press the tan button in Scientific mode
M	Press the dms button in Scientific mode
P	Press the pi button in Scientific mode
V	Press the F-E button in Scientific mode
X	Press the Exp button in Scientific mode
Q	Press the x^2 button in Scientific mode
Y	Press the x^y button in Scientific mode
#	Press the x^3 button in Scientific mode
L	Press the log button in Scientific mode
!	Press the n! button in Scientific mode
Ctrl+Y	Press the yâˇšx button in Scientific mode
Ctrl+B	Press the 3âˇšx button in Scientific mode
Ctrl+G	Press the 10x button in Scientific mode
F5	Select Hex in Programmer mode
F6	Select Dec in Programmer mode

F7	Select Oct in Programmer mode
F8	Select Bin in Programmer mode
F12	Select Qword in Programmer mode
F2	Select Dword in Programmer mode
F3	Select Word in Programmer mode
F4	Select Byte in Programmer mode
K	Press the RoR button in Programmer mode
J	Press the RoL button in Programmer mode
<	Press the Lsh button in Programmer mode
>	Press the Rsh button in Programmer mode
%	Press the Mod button in Programmer mode
(	Press the (button in Programmer mode
)	Press the) button in Programmer mode
|	Press the Or button in Programmer mode
^	Press the Xor button in Programmer mode
~	Press the Not button in Programmer mode
&	Press the And button in Programmer mode
A-F	Press the A-F buttons in Programmer mode
Spacebar	Toggles the bit value in Programmer mode
A	Press the Average button in Statistics mode
Ctrl+A	Press the Average Sq button in Statistics mode
S	Press the Sum button in Statistics mode
Ctrl+S	Press the Sum Sq button in Statistics mode
T	Press the S.D. button in Statistics mode
Ctrl+T	Press the Inv S.D. button in Statistics mode
D	Press the CAD button in Statistics mode

Windows Journal

Ctrl+N	Start a new note
Ctrl+O	Open a recently used note
Ctrl+S	Save changes to a note
Ctrl+Shift+V	Move a note to a specific folder
Ctrl+P	Print a note
Alt+F4	Close a note and its Journal window
Ctrl+Z	Undo a change
Ctrl+Y	Redo a change
Ctrl+A	Select all items on a page
Ctrl+X	Cut a selection
Ctrl+C	Copy a selection to the Clipboard
Ctrl+V	Paste a selection from the Clipboard
Esc	Cancel a selection
Delete	Delete a selection
Ctrl+F	Start a basic find
Ctrl+G	Go to a page

F5	Refresh find results
F5	Refresh the note list
F6	Toggle between a note list and a note
Ctrl+Shift+C	Display a shortcut menu for column headings in a note list
F11	View a note in full-screen mode
F1	Open Journal Help
Windows Help viewer	
Alt+C	Display the Table of Contents
Alt+N	Display the Connection Settings menu
F10	Display the Options menu
Alt+Left Arrow	Move back to the previously viewed topic
Alt+Right Arrow	Move forward to the next (previously viewed) topic
Alt+A	Display the customer support page
Alt+Home	Display the Help and Support home page
Home	Move to the beginning of a topic
End	Move to the end of a topic
Ctrl+F	Search the current topic
Ctrl+P	Print a topic
F3	Move the cursor to the search box

Visit http://www.shortcutmania.com for more printable keyboard shortcuts.