

# Windows 7 Shortcut Keys List

## General Keyboard Shortcuts

Press This Key	To Do This
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 Picture Of The Windows Logo Key + Tab	Cycle Through Programs On The Taskbar By Using Aero Flip 3-D
Ctrl+Windows Logo Key Picture Of The 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

<b>F5 (Or Ctrl + R)</b>	<b>Refresh The Active Window</b>
<b>Alt + Up Arrow</b>	<b>View The Folder One Level Up In Windows Explorer</b>
<b>Esc</b>	<b>Cancel The Current Task</b>
<b>Ctrl + Shift + Esc</b>	<b>Open Task Manager</b>
<b>Shift When You Insert A Cd</b>	<b>Prevent The Cd From Automatically Playing</b>
<b>Left Alt + Shift</b>	<b>Switch The Input Language When Multiple Input Languages Are Enabled</b>
<b>Ctrl+Shift</b>	<b>Switch The Keyboard Layout When Multiple Keyboard Layouts Are Enabled</b>
<b>Right Or Left Ctrl + Shift</b>	<b>Change The Reading Direction Of Text In Right-To-Left Reading Languages</b>

## Taskbar Keyboard Shortcuts Keys

<b>Press This Key</b>	<b>To Do This</b>
<b>Shift + Click A Taskbar Button</b>	<b>Open A Program Or Quickly Open Another Instance Of A Program</b>
<b>Ctrl + Shift + Click A Taskbar Button</b>	<b>Open A Program As An Administrator</b>
<b>Shift + Right-Click A Taskbar Button</b>	<b>Show The Window Menu For The Program</b>
<b>Shift + Right-Click A Grouped Taskbar Button</b>	<b>Show The Window Menu For The Group</b>
<b>Ctrl + Click A Grouped Taskbar Button</b>	<b>Cycle Through The Windows Of The Group</b>

## Dialog Box Keyboard Shortcuts

<b>Press This Key</b>	<b>To Do This</b>
<b>Ctrl + Tab</b>	<b>Move Forward Through Tabs</b>
<b>Ctrl + Shift + Tab</b>	<b>Move Back Through Tabs</b>
<b>Tab</b>	<b>Move Forward Through Options</b>
<b>Shift + Tab</b>	<b>Move Back Through Options</b>
<b>Alt + Underlined Letter</b>	<b>Perform The Command (Or Select The Option) That Goes With That Letter</b>
<b>Enter</b>	<b>Replaces Clicking The Mouse For Many Selected Commands</b>
<b>Spacebar</b>	<b>Select Or Clear The Check Box If The Active Option Is A Check Box</b>
<b>Arrow Keys</b>	<b>Select A Button If The Active Option Is A Group Of Option Buttons</b>
<b>F1</b>	<b>Display Help</b>
<b>F4</b>	<b>Display The Items In The Active List</b>
<b>Backspace</b>	<b>Open A Folder One Level Up If A Folder Is Selected In The Save As Or Open Dialog Box</b>

## Window Logo Key Shortcuts

<b>Press This Key</b>	<b>To Do This</b>
<b>Windows Logo Key</b>	<b>Open Or Close The Start Menu.</b>
<b>Windows Logo Key + Pause</b>	<b>Display The System Properties Dialog Box.</b>

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 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.
Windows Logo Key + Number	Start A New Instance Of The Program Pinned To The Taskbar In The Position Indicated By The Number.
Windows Logo Key + Number	Switch To The Last Active Window Of The Program Pinned To The Taskbar In The Position Indicated By The Number.
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.
Windows Logo Key + Tab	Use The Arrow Keys To Cycle Through Programs On The Taskbar By Using Aero Flip 3-D.
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.

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