Windows 7 Keyboard Shortcuts

We've included lots of interesting shortcuts in this document. If you want to print this document instead of using the electronic version, please print only the pages you need by clicking the button Pages under "Print Range" in the Adobe Reader Print dialog box and typing the page range (i.e. 1-2 or 1,4,5).

Ease of Access Keyboard Shortcuts

Press this key To do this

Right Shift for eight secondsTurn Filter Keys on and offLeft Alt+Left Shift+PrtScn (or PrtScn)Turn High Contrast on or offLeft Alt+Left Shift+Num LockTurn Mouse Keys on or offShift five timesTurn Sticky Keys on or offNum Lock for five secondsTurn Toggle Keys on or offWin +UOpen the Ease of Access Center

General Keyboard Shortcuts

Press this key To do this
F1 Display Help

Ctrl+C Copy the selected item
Ctrl+X Cut the selected item
Ctrl+V Paste the selected item

Ctrl+Z Undo an action
Ctrl+Y Redo an action

Delete 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 ArrowMove the cursor to the beginning of the next wordCtrl+Left ArrowMove the cursor to the beginning of the previous wordCtrl+Down ArrowMove the cursor to the beginning of the next paragraphCtrl+Up ArrowMove the cursor to the beginning of the previous paragraph

Ctrl+Shift+Arrow Select a block of text

Shift+Arrow Select more than one item in a window or on the <u>desktop</u>, or select text within

a document

Ctrl+Arrow+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

Win+Tab Cycle through programs on the <u>taskbar</u> by using Aero Flip 3-D

Ctrl+Win +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
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 ArrowOpen the next menu to the right, or open a submenuLeft ArrowOpen the next menu to the left, or close a submenu

F5 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

Magnifier keyboard Shortcuts

Press this key To do this
Win+Plus Sign or Minus Sign Zoom in or out

Ctrl+Alt+SpacebarShow the mouse pointerCtrl+Alt+FSwitch to full-screen mode

Ctrl+Alt+LSwitch to lens modeCtrl+Alt+DSwitch to docked mode

Ctrl+Alt+I Invert colors

Ctrl+Alt+Arrow Pan in the direction of the arrow keys

Ctrl+Alt+RResize the lensWin+EscExit Magnifier

Windows Help Viewer Keyboard Shortcuts

Press this key To do this

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

Dialog Box Keyboard Shortcuts

Press this key To do this

Ctrl+TabMove forward through tabsCtrl+Shift+TabMove 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

EnterReplaces clicking the mouse for many selected commandsSpacebarSelect or clear the check box if the active option is a check boxArrow keysSelect 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 Keyboard Shortcuts

Press this key To do this

Win Open or close the Start menu.

Win+Pause Display the System Properties dialog box.

Win+D Display the desktop.
Win+M Minimize all windows.

Win+Shift+M Restore minimized windows to the desktop.

Win+E Open Computer.

Win+F Search for a file or folder.

Ctrl+Win+F Search for computers (if you're on a <u>network</u>).

Win+L Lock your computer or switch users.

Win+R Open the Run dialog box.

Win+T Cycle through programs on the taskbar.

Win+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+Win+number Start a new instance of the program pinned to the taskbar in the position

indicated by the number.

Ctrl+Win+number Switch to the last active window of the program pinned to the taskbar in

the position indicated by the number.

Alt+Win+number Open the Jump List for the program pinned to the taskbar in the position

indicated by the number.

Win+Tab Cycle through programs on the taskbar by using Aero Flip 3-D.

Ctrl+Win+Tab

Use the arrow keys to cycle through programs on the taskbar by using

Aero Flip 3-D.

Ctrl+Win+B Switch to the program that displayed a message in the <u>notification area</u>.

Win+Spacebar Preview the desktop.
Win+Up Arrow Maximize the window.

Win+Left Arrow Maximize the window to the left side of the screen.
Win+Right Arrow Maximize the window to the right side of the screen.

Win+Down Arrow Minimize the window.

Win+Home Minimize all but the active window.

Win+Shift+Up Arrow Stretch the window to the top and bottom of the screen.

Win +Shift+Left Arrow or

Right Arrow Move a window from one monitor to another.

Win+P Choose a presentation display mode.

Win+G Cycle through gadgets.
Win+U Open Ease of Access Center.
Win+X Open Windows Mobility Center.

Windows Explorer keyboard Shortcuts

Press this key To do this

Ctrl+NOpen a new windowCtrl+Shift+NCreate a new folder

End Display the bottom of the active windowHome Display the top of the active windowF11 Maximize or minimize the active window

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

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+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

Calculator keyboard Shortcuts

Press this key To do this

Atl+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 Press the M- button Ctrl+Q Ctrl+P Press the M+ button Press the MS button Ctrl+M Ctrl+R Press the MR button Ctrl+L Press the MC button Press the % button % F9 Press the +/- button Press the / button Press the * button

R Press the 1/× button

Press the square root button

0-9 Press the number buttons (0-9)

Press the + button Press the - button

= 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 historyDown 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+0 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 0 Press the cos button in Scientific mode Press the tan button in Scientific mode Press the dms 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^3 button in Scientific mode

Press the x^3 button in Scientific mode

LPress the log button in Scientific mode!Press the n! button in Scientific modeCtrl+YPress the $y\sqrt{x}$ button in Scientific modeCtrl+BPress the $3\sqrt{x}$ 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 Select Qword in Programmer mode F12 **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

Press this key	To do this
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
1	Press the Or button in Programmer mode
٨	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