



eBook

The Complete Windows 7 Shortcuts

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The Windows Club

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TheWindowsClub Publications

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Published by

The Windows Club

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About the Publisher

TheWindowsClub is a Microsoft Featured community which helps people to find answers of their tech problems, especially related to PCs and Microsoft technologies. The main objective of the community is to help people and make their computing life easier and let them enjoy the wonderful world of Windows 7.

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Introduction

Windows 7 includes a lot of new keyboard shortcuts that are unknown for a new user. This eBook comprises of more than 200 keyboard shortcuts containing almost all the keyboard shortcuts that are available in Windows 7 and its default programs. Keyboard shortcuts are amalgamation of two or more keys that when pressed together performs a task that would typically require a mouse or other pointing device. Keyboard shortcuts can make it easier to interact with your computer, saving your time and effort when you work with Windows and other programs.

Most programs also provide accelerator keys that can make it easier to work with menus and other commands available in the program for users. Check the menus of programs for accelerator keys. If a letter is underlined in a menu item, which usually means that pressing the Alt key in combination with the underlined key will have the same effect as clicking that menu item.

Pressing the Alt key in some programs, such as Paint, WordPad or MS Office 2007 shows commands that are labeled with additional keys that you can press to use them.



What is Keyboard & how to use it?

Whether you have to write anything like a letter or have to calculate numerical data, your keyboard is the main way to enter information into your computer. But did you know you can also use your keyboard to control your computer? Learning just a few simple keyboard commands (Shortcuts to your computer programs) can help you work more efficiently.

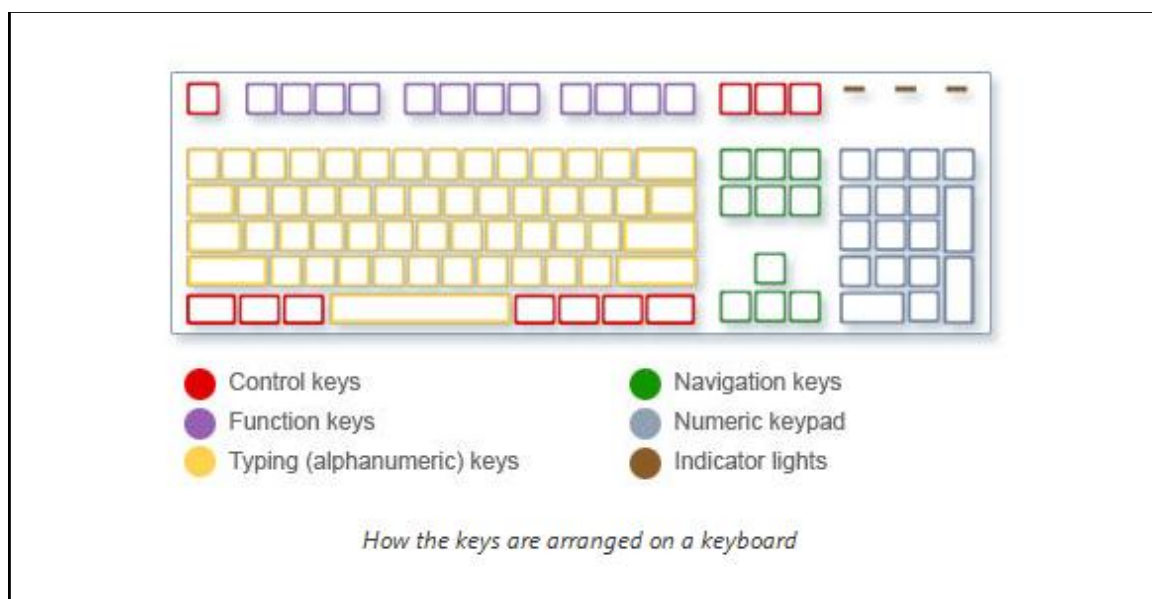
This key book explains the basics of keyboard operation and gets you started with keyboard commands. Now let's discuss about the fundamental aspects of a Keyboard.

How the keys are organized on a standard Keyboard

The keys on your keyboard can be divided into several groups based on their functions:

- **Typing (alphanumeric) keys:** These keys include the letter, number, punctuation, and symbol keys that we use mostly in our daily life.
- **Control keys:** These keys are used alone or in combination with other keys to perform certain actions. The most frequently used control keys are **Ctrl**, **Alt**, the **Windows logo key**, and **Esc**.
- **Function keys:** The function keys are used to perform specific tasks. They are labeled as F1, F2, F3, and so on, up to F12. The functionality of these keys differs from program to program.
- **Navigation keys:** These keys are used for navigate in a long window pane such as documents or webpages and editing text. They include **the arrow keys**, **Home**, **End**, **Page Up**, **Page Down**, **Delete**, and **Insert**.
- **Numeric keypad:** The numeric keypad is handy for entering numbers quickly. The keys are grouped together in a block like a conventional calculator or an adding machine.

The following picture shows how these keys are arranged on a typical keyboard. Your keyboard layout might be different.



Typing & editing the text using Keyboard

Whenever you need to type something in a program, e-mail message or text box typing keys of a keyboard are used. You can move the cursor by clicking in the desired location with the mouse, or by using the navigation keys present on the keyboard.

In addition to letters, numerals, punctuation marks, and symbols, the typing keys also include **Shift**, **Caps Lock**, **Tab**, **Enter**, **the Spacebar**, and **Backspace** keys.

Key name	How to use it
Shift	Press Shift in combination with a letter to type an uppercase letter. Press Shift in combination with another key to type the symbol shown on the upper part of that key.
Caps Lock	Press Caps Lock once to type all letters as uppercase. Press Caps Lock again to turn this function off. Your keyboard might have a light indicating whether Caps Lock is on.
Tab	Press Tab to move the cursor several spaces forward. You can also press Tab to move to the next text box on a form.
Enter	Press Enter to move the cursor to the beginning of the next line. In a dialog box, press Enter to select the highlighted button.
Spacebar	Press the Spacebar to move the cursor one space forward.
Backspace	Press Backspace to delete the character before the cursor, or the selected text.

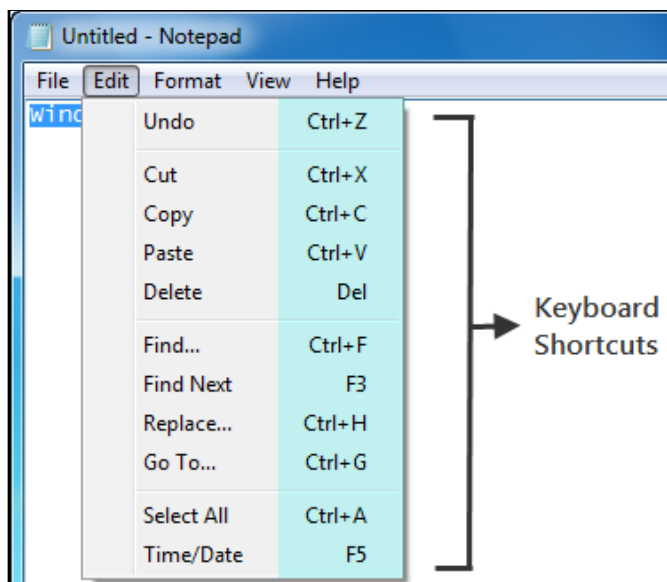
Using keyboard shortcuts

Keyboard shortcuts are ways to perform actions by using your keyboard. They're called shortcuts because they help you work faster. In fact, almost any action or command you can perform with a mouse can be performed faster using one or more keys on your keyboard.

In this key book, a plus sign (+) between two or more keys indicates that those keys should be pressed in combination. For example, Ctrl+A means to press and hold Ctrl and press A. Ctrl+Shift+A means to press and hold Ctrl and Shift and then press A.

Find program shortcuts

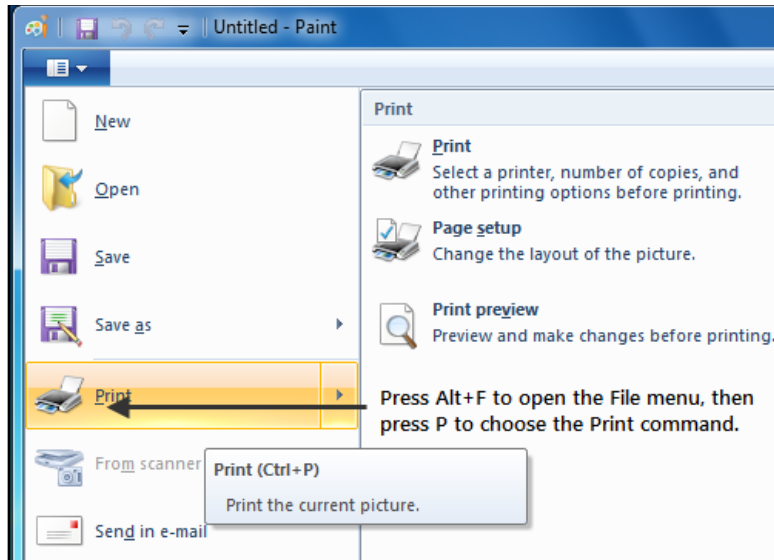
You can do things in most programs by using the keyboard. To see which commands have keyboard shortcuts, open a menu. The shortcuts (if available) are shown next to the menu items.



Choose menus, commands, and options

You can open menus and choose commands and other options using your keyboard. In a program that has menus with underlined letters, press Alt and an underlined

letter to open the corresponding menu. Press the underlined letter in a menu item to choose that command. For programs that use the Ribbon, such as Paint and WordPad, pressing Alt overlays (rather than underlines) a letter that can be pressed.



This trick works in dialog boxes too. Whenever you see an underlined letter attached to an option in a dialog box, it means you can press Alt plus that letter to choose that option.

Some useful shortcuts

Press this	To do this
Windows logo key	Open the Start menu
Alt+Tab	Switch between open programs or windows
Alt+F4	Close the active item, or exit the active program
Ctrl+S	Save the current file or document (works in most programs)
Ctrl+C	Copy the selected item
Ctrl+X	Cut the selected item
Ctrl+V	Paste the selected item
Ctrl+Z	Undo an action
Ctrl+A	Select all items in a document or window
F1	Display Help for a program or Windows
Windows key +F1	Display Windows Help and Support
Esc	Cancel the current task
Application key (near to right Ctrl key)	Open a menu of commands related to a selection in a program. Equivalent to right-clicking the selection.

Using the keyboard extras

Except the traditional keys, a keyboard has many extra useful keys on it. Modern keyboards even have dedicated application keys like for starting calculator, controlling Windows Media Player functions or Internet browsing functions. Here is the list of some most common extra keys.

Using navigation keys

The navigation keys allow you to move the cursor, move around in documents and webpages, and edit text. The following is the list stating some common functions of these keys.

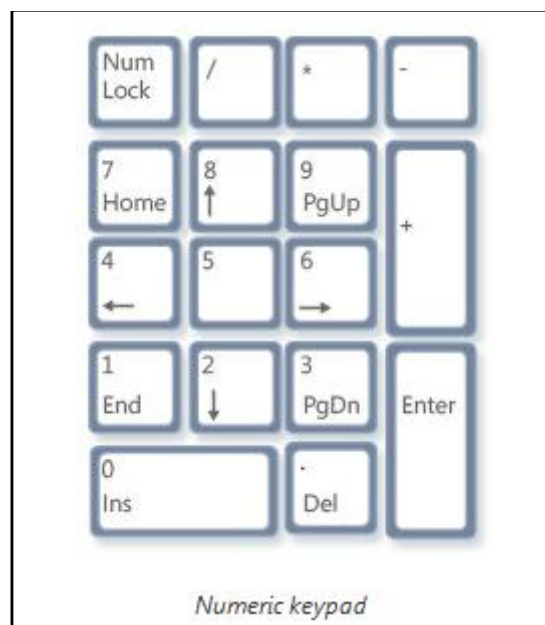
Press this	To do this
Left Arrow, Right Arrow, Up Arrow, or Down Arrow	Move the cursor or selection one space or line in the direction of the arrow, or scroll a webpage in the direction of the arrow
Home	Move the cursor to the beginning of a line or move to the top of a webpage
End	Move the cursor to the end of a line or move to the bottom of a webpage
Ctrl+Home	Move to the top of a document
Ctrl+End	Move to the bottom of a document
Page Up	Move the cursor or page up one screen
Page Down	Move the cursor or page down one screen
Delete	Delete the character after the cursor, or the selected text; in Windows, delete the selected item and move it to the Recycle Bin
Insert	Turn Insert mode off or on. When Insert mode is on, text that you type is inserted at the cursor. When Insert mode is off, text that you type replaces existing characters.

Using the numeric keypad

The numeric keypad arranges the numerals 0 to 9, the arithmetic operators + (addition), - (subtraction), * (multiplication), and / (division), and the decimal point as they would appear on a calculator or adding machine. These characters are duplicated elsewhere on the keyboard, of course, but the keypad arrangement allows you to rapidly enter numerical data or mathematical operations with one hand.

Numeric keypad

To use the numeric keypad to enter numbers, press Num Lock. Most keyboards have a light that indicates whether Num Lock is on or off. When Num Lock is off, the numeric keypad functions as a second set of navigation keys (these functions are printed on the keys next to the numerals or symbols). You can use your numeric keypad to perform simple calculations with Calculator.



Three odd keys

So far, we've discussed almost every key you're likely to use. But for the truly inquisitive, let's explore the three most mysterious keys on the keyboard: PrtScn, Scroll Lock, and Pause/Break.

PrtScn (or Print Screen)

A long time ago, this key actually did what it says—it sent the current screen of text to your printer. Nowadays, pressing PrtScn captures an image of your entire screen (a "screen shot") and copies it to the Clipboard in the computer's memory. From there you can paste it (Ctrl+V) into Microsoft Paint or another image editing program and, if you want you can print it from that program.

More obscure is SYS RQ, which shares the key with PrtScn on some keyboards. Historically, SYS RQ was designed to be a "system request," but this command is not enabled in Windows.

Tip

- Press Alt+PrtScn to capture an image of just the active window, instead of the entire screen.

ScrLk (or Scroll Lock)

In most programs, pressing Scroll Lock has no effect. In few programs, pressing Scroll Lock changes the behavior of the arrow keys and the Page Up and Page Down keys; pressing these keys causes the document to scroll without changing the position of the cursor or selection. Your keyboard might have a light indicating whether Scroll Lock is on.

Pause/Break

This key is rarely used. In some older programs, pressing this key pause's the program or, in combination with Ctrl, stops it from running like what Alt+F4 do now.

Other keys

Some modern keyboards also called as Multimedia keyboards come with "hot keys" or buttons that give you quick, one-press access to programs, files, or commands like calculator. Many models have volume controls, scroll wheels, zoom wheels, and other gadgets. For details about these features, check the information that came with your keyboard or computer, or go to the manufacturer's website.

Some Useful Tips

Since many of us are addicted to the computers and they are now integral part of our life. So, to avoid any type of stress, bad conditions, time wastage or body pain give a read to some of these tips.



Use your keyboard safely

Using your keyboard properly can help avoid distress or injury to your wrists, hands, and arms, particularly if you use your computer for long periods of time. Here are some tips to help you avoid problems:

- Place your keyboard at elbow level. Your upper arms should be relaxed at your sides.
- Center your keyboard in front of you. If your keyboard has a numeric keypad, you can use the spacebar as the centering point.
- Type with your hands and wrists floating above the keyboard, so that you can use your whole arm to reach for distant keys instead of stretching your fingers.
- Avoid resting your palms or wrists on any type of surface while typing. If your keyboard has a palm rest, use it only during breaks from typing.
- While typing, use a light touch and keep your wrists straight.
- When you're not typing, relax your arms and hands.
- Take short breaks from computer use every 15 to 20 minutes.



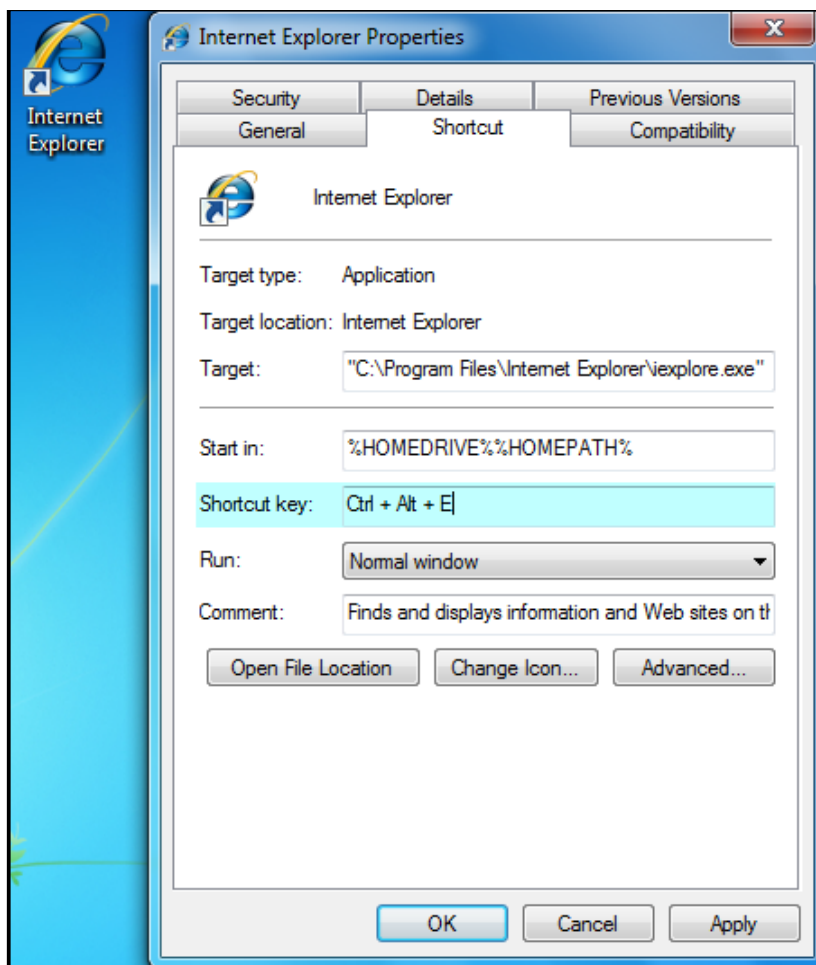
Create keyboard shortcuts to open programs

You can also create keyboard shortcuts to open programs. Opening programs this way is often simpler than opening them using your mouse or other pointing device. Before you get started, you need to create a shortcut for the program to which you

want to assign a keyboard shortcut. To do this, open the folder that contains the program, right-click the program's executable file, and then click Create Shortcut.

Follow these simple to create keyboard shortcut to open a program:

1. Locate the shortcut to the program for which you want to create a keyboard shortcut.
2. Right-click the shortcut and then click Properties.
3. In the Shortcut Properties dialog box, click the Shortcut tab.
4. Click in the Shortcut key box, press the key on your keyboard that you want to use in combination with Ctrl+Alt (keyboard shortcuts automatically start with Ctrl+Alt), and then click OK. If you are prompted for an administrator password or confirmation, type the password or provide confirmation.



Notes

- The word none appears in the Shortcut key box until you press a key; then it's replaced with Ctrl+Alt+the key that you pressed.
- The new shortcut might not work for programs that have their own keyboard shortcuts.
- You cannot use the Esc, Enter, Tab, Spacebar, PrtScn, Shift, or Backspace keys to create a keyboard shortcut.
- You can also create keyboard shortcuts to open files and folders.



Make the keyboard easier to use

You can use your keyboard to control the mouse and make it easier to type certain key combinations. Windows 7 make it much easier to control every bit of your computer, you can also adjust these settings to make the keyboard easier to use, follow the steps to do so:

1. Go to **Control Panel** and open **Ease of Access Center**.
2. Select the options that you want to use:
 - **Turn on Mouse Keys:** This option sets Mouse Keys to run when you log on to Windows. Instead of using the mouse, you can use the arrow keys on your keyboard or the numeric keypad to move the pointer.
 - **Turn on Sticky Keys:** This option sets Sticky Keys to run when you log on to Windows. Instead of having to press three keys at once (such as when you must press the Ctrl, Alt, and Delete keys together to log on to Windows), you can use one key by turning on Sticky Keys and adjusting the settings. This way, you can press a modifier key and have it remain active until another key is pressed.
 - **Turn on Toggle Keys:** This option sets Toggle Keys to run when you log on to Windows. Toggle Keys can play an alert each time you press the

Caps Lock, Num Lock, or Scroll Lock keys. These alerts can help prevent the frustration of inadvertently pressing a key and not realizing it.

- **Turn on Filter Keys:** This option sets Filter Keys to run when you log on to Windows. You can set Windows to ignore keystrokes that occur in rapid succession, or keystrokes that are held down for several seconds unintentionally.
- **Underline keyboard shortcuts and access keys:** This option makes keyboard access in dialog boxes easier by highlighting access keys for the controls in them.
- **Prevent windows from being automatically arranged when moved to the edge of the screen:** This option prevents windows from automatically resizing and docking along the sides of your screen when you move them there.



Type without using the keyboard (On-Screen Keyboard)

Instead of relying on the physical keyboard to type and enter data, you can use On-Screen Keyboard. On-Screen Keyboard displays a visual keyboard with all the standard keys. You can select keys using the mouse or another pointing device, or you can use a single key or group of keys to cycle through the keys on the screen.



1. Go to Control Panel, open Ease of Access center and select On-Screen Keyboard.
2. To use the On-Screen Keyboard, select the mode you want, following modes are available:

Typing mode	Description
Click on keys	In clicking mode, you click the on-screen keys to type text.
Hover over keys	In hovering mode, you use a mouse or joystick to point to a key for a predefined period of time, and the selected character is typed automatically.
Scan through keys	In scanning mode, On-Screen Keyboard continually scans the keyboard and highlights areas where you can type keyboard characters by pressing a keyboard shortcut, using a switch input device, or using a device that simulates a mouse click.

Notes

- If you're using either hovering mode or scanning mode and accidentally minimize On-Screen Keyboard, you can restore it by pointing to it in the taskbar (for hovering mode) or by pressing the scan key (for scanning mode).
- If you're using a mouse click to select a key in the Scan through keys mode, the mouse pointer must be located over On-Screen Keyboard.
- The keyboard layout changes in On-Screen Keyboard depending on the language displayed in the active program.



Set On-Screen Keyboard to use for various handy tasks:

1. Open On-Screen Keyboard.
2. On-Screen Keyboard make an audible click when a key is pressed Click Options, select the Use click sound check box, and then click OK.
3. Use a numeric key pad to enter numbers with On-Screen Keyboard. Click Options, select the Turn on numeric key pad check box, and then click OK.
4. When text prediction is enabled, as you type, On-Screen Keyboard displays a list of words that you might be typing. Click Options, select the Use Text Prediction check box, and then click OK.

If you don't want to automatically add a space after you insert a word using text prediction, clear the Insert space after predicted words check box, and then click OK.

Notes

- Text prediction is only available in English, French, Italian, German, and Spanish. To enable text prediction in a specific language, you must first install additional language files for that language.
- Text prediction isn't included in Windows 7 Home Basic.

The Shortcuts Collection

Now, it's time to read all the Windows 7 shortcuts. The shortcuts are categorized in different lists according to their use or function. Some shortcut keys are also mentioned according to the reference of the programs in which they are widely or only used.



General Windows functions 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 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	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



Dialog box keyboard shortcuts

Press this key	To do this
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 keyboard shortcuts

Press this key	To do this
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	Start a new instance of the program pinned to the

+number	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 keyboard shortcuts

Press this key	To do this
Ctrl+N	Open a new 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
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



Ease of Access keyboard shortcuts

Press this key	To do this
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



Magnifier keyboard shortcuts

Press this key	To do this
Windows logo key + Plus Sign or Minus Sign	Zoom in or out
Ctrl+Alt+Spacebar	Show the mouse pointer
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 keyboard shortcuts

Press this key	To do this
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.

Note

- Ctrl+Alt+Break and Ctrl+Alt+End are available in all Remote Desktop sessions, even when you've set up the remote computer to recognize Windows keyboard shortcuts.



Keyboard shortcuts for MS Paint

Press this key	To do this
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



Keyboard shortcuts for Wordpad

Press this key	To do this
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



Keyboard shortcuts for Calculator

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
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 +/- button
/	Press the / button
*	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 . (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 yvx button in Scientific mode
Ctrl+B	Press the 3vx 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 keyboard shortcuts

Press this key	To do this
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 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



Windows Media Player keyboard shortcuts

Most features and buttons in Windows Media Player are also accessible using the keyboard. The Player provides a variety of keyboard shortcuts for the more commonly used commands and buttons for controlling the Player. The following table shows the various keyboard shortcuts for the Player.

Note

- Some keyboard shortcuts only work when the Player is in a certain mode or when you play certain media types. For example, the shortcuts for changing the video size only work when you are viewing videos or pictures in Now Playing mode.

To do this	Use this keyboard shortcut
Video size 50%	Alt+1
Video size 100%	Alt+2
Video size 200%	Alt+3
Toggle display for full-screen video	Alt+Enter
Retrace your steps back through your most recent views in the Player	Alt+Left Arrow
Retrace your steps forward through your most recent views in the Player	Alt+Right Arrow
Switch to Player Library	Ctrl+1
Switch to skin mode	Ctrl+2
Switch to Now Playing mode	Ctrl+3
Add to play list	Ctrl+7
Add to burn list	Ctrl+8
Add to sync list	Ctrl+9
Previous (item or chapter)	Ctrl+B
In the Player Library, put the cursor in the search box	Ctrl+E
Next (item or chapter)	Ctrl+F

Turn shuffle on or off	Ctrl+H
Eject CD or DVD (this doesn't work on computers equipped with two or more CD or DVD disc drives)	Ctrl+J
In the Player Library, show or hide the menu bar	Ctrl+M
Create a new playlist	Ctrl+N
Open a file	Ctrl+O
Play or pause playing	Ctrl+P
Stop playing	Ctrl+S
Turn repeat on or off	Ctrl+T
Specify a URL or path to a file	Ctrl+U
Close or stop playing a file	Ctrl+W
Restart video	Ctrl+Shift+B
Turn captions and subtitles on or off	Ctrl+Shift+C
Fast-forward through video or music	Ctrl+Shift+F
Use a fast play speed	Ctrl+Shift+G
Play at normal speed	Ctrl+Shift+N
Use a slow play speed	Ctrl+Shift+S
Display Windows Media Player Help	F1
Edit media information on a selected item in the Player Library	F2
Switch the view of items in the details pane	F4
Increase the size of album art	F6
Decrease the size of album art	Shift+F6
Mute the volume	F7
Decrease the volume	F8
Increase the volume	F9



Internet Explorer keyboard shortcuts

You can access any feature of Internet Explorer using only the keyboard. In addition, Internet Explorer provides a variety of keyboard shortcuts so that navigating with the keyboard is easier.



Viewing and exploring webpages

To do this	Press this
Display Help	F1
Toggle between full-screen and regular views of the browser window	F11
Move forward through the items on a webpage, the Address bar, or the Favorites bar	Tab
Move back through the items on a webpage, the Address bar, or the Favorites bar	Shift+Tab
Start Caret Browsing	F7
Go to your home page	Alt+Home
Go to the next page	Alt+Right Arrow
Go to the previous page	Alt+Left Arrow or Backspace
Display a shortcut menu for a link	Shift+F10
Move forward through frames and browser elements (only works if tabbed browsing is disabled)	Ctrl+Tab or F6
Move backward between frames (only works if tabbed browsing is disabled)	Ctrl+Shift+Tab
Scroll toward the beginning of a document	Up Arrow
Scroll toward the end of a document	Down Arrow
Scroll toward the beginning of a document in larger increments	Page Up
Scroll toward the end of a document in larger increments	Page Down
Move to the beginning of a document	Home
Move to the end of a document	End
Find on this page	Ctrl+F
Refresh the current webpage	F5
Refresh the current webpage, even if the time stamp for the web version and your locally stored version are the same	Ctrl+F5
Stop downloading a page	Esc
Open a new website or page	Ctrl+O
Open a new window	Ctrl+N
Open a new InPrivate Browsing window	Ctrl+Alt+P

Duplicate tab (open current tab in a new tab)	Ctrl+K
Close the current window (if you only have one tab open)	Ctrl+W
Save the current page	Ctrl+S
Print the current page or active frame	Ctrl+P
Activate a selected link	Enter
Open Favorites	Ctrl+I
Open History	Ctrl+H
Open Feeds	Ctrl+J
Open the Page menu	Alt+P
Open the Tools menu	Alt+T
Open the Help menu	Alt+H

Working with tabs

To do this	Press this
Open links in a new tab in the background	Ctrl+click
Open links in a new tab in the foreground	Ctrl+Shift+click
Open a new tab in the foreground	Ctrl+T
Switch between tabs	Ctrl+Tab or Ctrl+Shift+Tab
Close current tab (or the current window if tabbed browsing is disabled)	Ctrl+W
Open a new tab in the foreground from the Address bar	Alt+Enter
Switch to a specific tab number	Ctrl+n (where n is a number between 1 and 8)
Switch to the last tab	Ctrl+9
Close other tabs	Ctrl+Alt+F4
Toggle Quick Tabs (thumbnail view) on or off	Ctrl+Q

Using zoom

To do this	Press this
Increase zoom (+ 10%)	Ctrl+Plus Sign
Decrease zoom (- 10%)	Ctrl+Minus Sign
Zoom to 100%	Ctrl+0



Using search

To do this	Press this
Go to the search box	Ctrl+E
Open your search query in a new tab	Alt+Enter
Open the search provider menu	Ctrl+Down Arrow

Using Print Preview

To do this	Press this
Set printing options and print the page	Alt+P
Change paper, headers and footers, orientation, and margins for this page	Alt+U
Display the first page to be printed	Alt+Home
Display the previous page to be printed	Alt+Left Arrow
Type the number of the page you want displayed	Alt+A
Display the next page to be printed	Alt+Right Arrow
Display the last page to be printed	Alt+End
Specify how you want frames to print (this option is available only if you are printing a webpage that uses frames)	Alt+F
Close Print Preview	Alt+C



Using the Address bar

To do this	Press this
Select the text in the Address bar	Alt+D
Display a list of addresses you've typed	F4
When in the Address bar, move the cursor left to the next logical break in the address (period or slash)	Ctrl+Left Arrow
When in the Address bar, move the cursor right to the next logical break in the address (period or slash)	Ctrl+Right Arrow
Add "www." to the beginning and ".com" to the end of the text typed in the Address bar	Ctrl+Enter
Move forward through the list of AutoComplete matches	Up Arrow
Move back through the list of AutoComplete matches	Down Arrow



Opening Internet Explorer toolbar menus

To do this	Press this
Open the Home menu	Alt+M
Open the Print menu	Alt+R
Open the RSS menu	Alt+J
Open the Tools menu	Alt+O
Open the Safety menu	Alt+S
Open the Help menu	Alt+L

Working with feeds, history and favorites.

To do this	Press this
Add the current page to your favorites (or subscribe to the feed when in feed preview)	Ctrl+D
Delete browsing history	Ctrl+Shift+Del
Open an InPrivate Browsing window	Ctrl+Shift+P
Open the Organize Favorites dialog box	Ctrl+B
Move selected item up in the Favorites list in the Organize Favorites dialog box	Alt+Up Arrow
Move selected item down in the Favorites list in the Organize Favorites dialog box	Alt+Down Arrow
Open Favorites Center and display your favorites	Alt+C
Open Favorites Center and display your history	Ctrl+H
Open Favorites Center and display your feeds	Ctrl+J
Open and dock the Favorites Center and display your feeds	Ctrl+Shift+J
Open the Add to Favorites menu (or open Subscribe to feed when in feed preview)	Alt+Z
Open the Favorites menu from the menu bar	Alt+A
Display all feeds (when in feed view)	Alt+I
Mark a feed as read (when in feed view)	Alt+M
Put the cursor in search box in feed view	Alt+S

Shortcuts used when editing webpages.

To do this	Press this
Remove the selected items and copy them to the Clipboard	Ctrl+X
Copy the selected items to the Clipboard	Ctrl+C
Insert the contents of the Clipboard at the selected location	Ctrl+V
Select all items on the current webpage	Ctrl+A
Open Internet Explorer Developer Tools	F12

Using the Information bar

To do this	Press this
Move focus to the Information bar	Alt+N
Click the Information bar	Spacebar



Windows Media Center keyboard shortcuts

You can access any feature in Windows Media Center using only the keyboard. In addition, Media Center provides a variety of keyboard shortcuts so that navigating with the keyboard is easier.

Use shortcuts for basic navigation

To do this	Use this key or keyboard shortcut
Open Media Center or return to the Media Center start screen	Windows logo key+Alt+Enter
Accept a selection	Enter
Go back to the previous screen	Backspace
Go to the first item in a list	Home
Go to the last item in a list	End
Move left, right, up, or down	Arrow keys
Go in or go out of full-screen mode	Alt+Enter



Use shortcuts to control audio

To do this	Use this key or keyboard shortcut
Mute or unmute volume	F8
Turn down volume	F9
Turn up volume	F10
Go to the Music library page	Ctrl+M
Play a song	Ctrl+Shift+P
Stop playing a song	Ctrl+Shift+S
Pause or resume a song	Ctrl+P
Go to the beginning of the current song	Ctrl+B
Skip to the next song	Ctrl+F
Fast forward a song	Ctrl+Shift+F
Rip a CD	Ctrl+R
Display the shortcut menu	Ctrl+D



Use shortcuts to watch and record TV

To do this	Use this key or keyboard shortcut
Go to Recorded TV	Ctrl+O
Go to the Guide	Ctrl+G
Go to live TV	Ctrl+T
Change the screen aspect ratio (zoom)	Ctrl+Shift+Z
Record a TV show	Ctrl+R
Pause or resume live TV or recorded TV	Ctrl+P
Stop recording or stop playing a TV show	Ctrl+Shift+S
Resume playing a TV show	Ctrl+Shift+P
Rewind live TV or recorded TV	Ctrl+Shift+B
Fast forward live TV or recorded TV	Ctrl+Shift+F
Skip back	Ctrl+B
Skip forward	Ctrl+F
Display the shortcut menu	Ctrl+D
Go to the next channel	Page Up
Go to the previous channel	Page Down



Use shortcuts to view pictures

To do this	Use this key or keyboard shortcut
Go to pictures	Ctrl+I
Zoom in on a picture	Enter
Play a slide show	Ctrl+Shift+P
Stop a slide show	Ctrl+Shift+S
Pause or resume a slide show	Ctrl+P
Skip back to the previous picture	Up Arrow or Left Arrow
Skip forward to the next picture	Down Arrow or Right Arrow
Display the shortcut menu	Ctrl+D



Use shortcuts to play videos

To do this	Use this keyboard shortcut
Go to Videos	Ctrl+E
Play a video	Ctrl+Shift+P
Pause or resume a video	Ctrl+P
Stop a video	Ctrl+Shift+S
Rewind a video	Ctrl+Shift+B
Fast forward a video	Ctrl+Shift+F
Skip back	Ctrl+B
Skip forward	Ctrl+F
Change the screen aspect ratio (zoom)	Ctrl+Shift+Z



Use shortcuts to play DVDs

To do this	Use this key or keyboard shortcut
Go to the DVD menu	Ctrl+Shift+M
Play a DVD	Ctrl+Shift+P
Pause or resume a DVD	Ctrl+P
Stop a DVD	Ctrl+Shift+S
Rewind a DVD	Ctrl+Shift+B
Fast forward a DVD	Ctrl+Shift+F
Go to the previous chapter	Ctrl+B
Go to the next chapter	Ctrl+F
Change the screen aspect ratio (zoom)	Ctrl+Shift+Z
Change the DVD audio selection	Ctrl+Shift+A

Note

- Some of the keyboard shortcuts listed here might not be available depending on your computer hardware or the type of media that you're playing. For example, you won't be able to show the Guide if you haven't set up a TV tuner.

Summary

Microsoft Windows 7 introduced various new features and with them lots of new shortcuts to increase your productivity and to save your time. In this book I have covered every single new shortcut which I came across. These shortcuts will surely help you a lot; use this guide everytime you wish to work fast with Windows 7 Applications because it's hard to keep every shortcut in mind everytime.

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