

# Windows 7 Keyboard Shortcuts

## Ease of Access

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

## General

<b>F1</b>	Display Help
<b>Ctrl+C or Ctrl+Insert</b>	Copy the selected item
<b>Ctrl+X</b>	Cut the selected item
<b>Ctrl+V or Shift+Insert</b>	Paste the selected item
<b>Ctrl+Z</b>	Undo an action
<b>Ctrl+Y</b>	Redo an action
<b>Delete or Ctrl+D</b>	Delete the selected item and move it to the Recycle Bin
<b>Shift+Delete</b>	Delete the selected item without moving it to the Recycle Bin first
<b>F2</b>	Rename the selected item
<b>Ctrl+Right Arrow</b>	Move the cursor to the beginning of the next word
<b>Ctrl+Left Arrow</b>	Move the cursor to the beginning of the previous word
<b>Ctrl+Down Arrow</b>	Move the cursor to the beginning of the next paragraph
<b>Ctrl+Up Arrow</b>	Move the cursor to the beginning of the previous paragraph
<b>Ctrl+Shift with an arrow key</b>	Select a block of text
<b>Shift with any arrow key</b>	Select more than one item in a window or on the desktop, or select text within a document
<b>Ctrl with any arrow key+Spacebar</b>	Select multiple individual items in a window or on the desktop
<b>Ctrl+A</b>	Select all items in a document or window
<b>F3</b>	Search for a file or folder
<b>Alt+Enter</b>	Display properties for the selected item
<b>Alt+F4</b>	Close the active item, or exit the active program
<b>Alt+Spacebar</b>	Open the shortcut menu for the active window
<b>Ctrl+F4</b>	Close the active document (in programs that allow you to have multiple documents open simultaneously)
<b>Alt+Tab</b>	Switch between open items
<b>Ctrl+Alt+Tab</b>	Use the arrow keys to switch between open items
<b>Ctrl+Mouse scroll wheel</b>	Change the size of icons on the desktop
<b>Windows logo key +Tab</b>	Cycle through programs on the taskbar by using Aero Flip 3-D
<b>Ctrl+Windows logo key +Tab</b>	Use the arrow keys to cycle through programs on the taskbar by using Aero Flip 3-D
<b>Alt+Esc</b>	Cycle through items in the order in which they were opened
<b>F6</b>	Cycle through screen elements in a window or on the desktop
<b>F4</b>	Display the address bar list in Windows Explorer
<b>Shift+F10</b>	Display the shortcut menu for the selected item
<b>Ctrl+Esc</b>	Open the Start menu

<b>Alt+underlined letter</b>	Display the corresponding menu
<b>Alt+underlined letter</b>	Perform the menu command (or other underlined command)
<b>F10</b>	Activate the menu bar in the active program
<b>Right Arrow</b>	Open the next menu to the right, or open a submenu
<b>Left Arrow</b>	Open the next menu to the left, or close a submenu
<b>F5 or Ctrl+R</b>	Refresh the active window
<b>Alt+Up Arrow</b>	View the folder one level up in Windows Explorer
<b>Esc</b>	Cancel the current task
<b>Ctrl+Shift+Esc</b>	Open Task Manager
<b>Shift when you insert a CD</b>	Prevent the CD from automatically playing
<b>Left Alt+Shift</b>	Switch the input language when multiple input languages are enabled
<b>Ctrl+Shift</b>	Switch the keyboard layout when multiple keyboard layouts are enabled
<b>Right or Left Ctrl+Shift</b>	Change the reading direction of text in right-to-left reading languages
<b>Dialog box</b>	
<b>Ctrl+Tab</b>	Move forward through tabs
<b>Ctrl+Shift+Tab</b>	Move back through tabs
<b>Tab</b>	Move forward through options
<b>Shift+Tab</b>	Move back through options
<b>Alt+underlined letter</b>	Perform the command (or select the option) that goes with that letter
<b>Enter</b>	Replaces clicking the mouse for many selected commands
<b>Spacebar</b>	Select or clear the check box if the active option is a check box
<b>Arrow keys</b>	Select a button if the active option is a group of option buttons
<b>F1</b>	Display Help
<b>F4</b>	Display the items in the active list
<b>Backspace</b>	Open a folder one level up if a folder is selected in the Save As or Open dialog box
<b><u>Windows logo key</u></b>	
<b>Windows logo key</b>	Open or close the Start menu.
<b>Windows logo key +Pause</b>	Display the System Properties dialog box.
<b>Windows logo key +D</b>	Display the desktop.
<b>Windows logo key +M</b>	Minimize all windows.
<b>Windows logo key +Shift+M</b>	Restore minimized windows to the desktop.
<b>Windows logo key +E</b>	Open Computer.
<b>Windows logo key +F</b>	Search for a file or folder.
<b>Ctrl+Windows logo key +F</b>	Search for computers (if you're on a network).
<b>Windows logo key +L</b>	Lock your computer or switch users.
<b>Windows logo key +R</b>	Open the Run dialog box.
<b>Windows logo key +T</b>	Cycle through programs on the taskbar.
<b>Windows logo key +number</b>	Start the program pinned to the taskbar in the position indicated by the number. If the program is already running, switch to that program.
<b>Shift+Windows logo key +number</b>	Start a new instance of the program pinned to the taskbar in the position indicated by the number.
<b>Ctrl+Windows logo key +number</b>	Switch to the last active window of the program pinned to the taskbar in the position indicated by the number.
<b>Alt+Windows logo key +number</b>	Open the Jump List for the program pinned to the taskbar in the position indicated by the number.
<b>Windows logo key +Tab</b>	Cycle through programs on the taskbar by using Aero Flip 3-D.
<b>Ctrl+Windows logo key +Tab</b>	Use the arrow keys to cycle through programs on the taskbar by using Aero Flip 3-D.
<b>Ctrl+Windows logo key +B</b>	Switch to the program that displayed a message in the notification area.

<b>Windows logo key +Spacebar</b>	Preview the desktop.
<b>Windows logo key +Up Arrow</b>	Maximize the window .
<b>Windows logo key +Left Arrow</b>	Maximize the window to the left side of the screen.
<b>Windows logo key +Right Arrow</b>	Maximize the window to the right side of the screen.
<b>Windows logo key +Down Arrow</b>	Minimize the window .
<b>Windows logo key +Home</b>	Minimize all but the active window .
<b>Windows logo key +Shift+Up Arrow</b>	Stretch the window to the top and bottom of the screen.
<b>Windows logo key +Shift+Left Arrow or Right Arrow</b>	Move a window from one monitor to another.
<b>Windows logo key +P</b>	Choose a presentation display mode.
<b>Windows logo key +G</b>	Cycle through gadgets.
<b>Windows logo key +U</b>	Open Ease of Access Center.
<b>Windows logo key +X</b>	Open Windows Mobility Center.
<b>Windows Explorer</b>	
<b>Ctrl+N</b>	Open a new window
<b>Ctrl+W</b>	Close the current window
<b>Ctrl+Shift+N</b>	Create a new folder
<b>End</b>	Display the bottom of the active window
<b>Home</b>	Display the top of the active window
<b>F11</b>	Maximize or minimize the active window
<b>Ctrl+Period (.)</b>	Rotate a picture clockwise
<b>Ctrl+Comma (,)</b>	Rotate a picture counter-clockwise
<b>Num Lock+Asterisk (*) on numeric keypad</b>	Display all subfolders under the selected folder
<b>Num Lock+Plus Sign (+) on numeric keypad</b>	Display the contents of the selected folder
<b>Num Lock+Minus Sign (-) on numeric keypad</b>	Collapse the selected folder
<b>Left Arrow</b>	Collapse the current selection (if it's expanded), or select the parent folder
<b>Alt+Enter</b>	Open the Properties dialog box for the selected item
<b>Alt+P</b>	Display the preview pane
<b>Alt+Left Arrow</b>	View the previous folder
<b>Backspace</b>	View the previous folder
<b>Right Arrow</b>	Display the current selection (if it's collapsed), or select the first subfolder
<b>Alt+Right Arrow</b>	View the next folder
<b>Alt+Up Arrow</b>	View the parent folder
<b>Ctrl+Shift+E</b>	Display all folders above the selected folder
<b>Ctrl+Mouse scroll wheel</b>	Change the size and appearance of file and folder icons
<b>Alt+D</b>	Select the address bar
<b>Ctrl+E</b>	Select the search box
<b>Ctrl+F</b>	Select the search box
<b>Taskbar</b>	
<b>Shift+Click on a taskbar button</b>	Open a program or quickly open another instance of a program

<b>Ctrl+Shift+Click on a taskbar button</b>	Open a program as an administrator
<b>Shift+Right-click on a taskbar button</b>	Show the window menu for the program
<b>Shift+Right-click on a grouped taskbar button</b>	Show the window menu for the group
<b>Ctrl+Click on a grouped taskbar button</b>	Cycle through the windows of the group
<b>Magnifier</b>	
<b>Windows logo key + Plus Sign or Minus Sign</b>	Zoom in or out
<b>Ctrl+Alt+Spacebar</b>	Preview the desktop in full-screen mode
<b>Ctrl+Alt+F</b>	Switch to full-screen mode
<b>Ctrl+Alt+L</b>	Switch to lens mode
<b>Ctrl+Alt+D</b>	Switch to docked mode
<b>Ctrl+Alt+I</b>	Invert colors
<b>Ctrl+Alt+arrow keys</b>	Pan in the direction of the arrow keys
<b>Ctrl+Alt+R</b>	Resize the lens
<b>Windows logo key + Esc</b>	Exit Magnifier
<b><u>Remote Desktop Connection</u></b>	
<b>Alt+Page Up</b>	Move between programs from left to right.
<b>Alt+Page Down</b>	Move between programs from right to left.
<b>Alt+Insert</b>	Cycle through programs in the order that they were started in.
<b>Alt+Home</b>	Display the Start menu.
<b>Ctrl+Alt+Break</b>	Switch between a window and full screen.
<b>Ctrl+Alt+End</b>	Display the Windows Security dialog box.
<b>Alt+Delete</b>	Display the system menu.
<b>Ctrl+Alt+Minus Sign (-) on the numeric keypad</b>	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).
<b>Ctrl+Alt+Plus Sign (+) on the numeric keypad</b>	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).
<b>Ctrl+Alt+Right Arrow</b>	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.
<b>Ctrl+Alt+Left Arrow</b>	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.
<b><u>Paint</u></b>	
<b>Ctrl+N</b>	Create a new picture
<b>Ctrl+O</b>	Open an existing picture
<b>Ctrl+S</b>	Save changes to a picture
<b>F12</b>	Save the picture as a new file
<b>Ctrl+P</b>	Print a picture
<b>Alt+F4</b>	Close a picture and its Paint window
<b>Ctrl+Z</b>	Undo a change
<b>Ctrl+Y</b>	Redo a change
<b>Ctrl+A</b>	Select the entire picture
<b>Ctrl+X</b>	Cut a selection
<b>Ctrl+C</b>	Copy a selection to the Clipboard
<b>Ctrl+V</b>	Paste a selection from the Clipboard
<b>Right Arrow</b>	Move the selection or active shape right by one pixel
<b>Left Arrow</b>	Move the selection or active shape left by one pixel

<b>Down Arrow</b>	Move the selection or active shape down by one pixel
<b>Up Arrow</b>	Move the selection or active shape up by one pixel
<b>Esc</b>	Cancel a selection
<b>Delete</b>	Delete a selection
<b>Ctrl+B</b>	Bold selected text
<b>Ctrl++</b>	Increase the width of a brush, line, or shape outline by one pixel
<b>Ctrl+-</b>	Decrease the width of a brush, line, or shape outline by one pixel
<b>Ctrl+I</b>	Italicize selected text
<b>Ctrl+U</b>	Underline selected text
<b>Ctrl+E</b>	Open the Properties dialog box
<b>Ctrl+W</b>	Open the Resize and Skew dialog box
<b>Ctrl+Page Up</b>	Zoom in
<b>Ctrl+Page Down</b>	Zoom out
<b>F11</b>	View a picture in full-screen mode
<b>Ctrl+R</b>	Show or hide the ruler
<b>Ctrl+G</b>	Show or hide gridlines
<b>F10 or Alt</b>	Display keytips
<b>Shift+F10</b>	Show the current shortcut menu
<b>F1</b>	Open Paint Help
<b>WordPad</b>	
<b>Ctrl+N</b>	Create a new document
<b>Ctrl+O</b>	Open an existing document
<b>Ctrl+S</b>	Save changes to a document
<b>F12</b>	Save the document as a new file
<b>Ctrl+P</b>	Print a document
<b>Alt+F4</b>	Close WordPad
<b>Ctrl+Z</b>	Undo a change
<b>Ctrl+Y</b>	Redo a change
<b>Ctrl+A</b>	Select the entire document
<b>Ctrl+X</b>	Cut a selection
<b>Ctrl+C</b>	Copy a selection to the Clipboard
<b>Ctrl+V</b>	Paste a selection from the Clipboard
<b>Ctrl+B</b>	Make selected text bold
<b>Ctrl+I</b>	Italicize selected text
<b>Ctrl+U</b>	Underline selected text
<b>Ctrl+=</b>	Make selected text subscript
<b>Ctrl+Shift+=</b>	Make selected text superscript
<b>Ctrl+L</b>	Align text left
<b>Ctrl+E</b>	Align text center
<b>Ctrl+R</b>	Align text right
<b>Ctrl+J</b>	Justify text
<b>Ctrl+1</b>	Set single line spacing
<b>Ctrl+2</b>	Set double line spacing
<b>Ctrl+5</b>	Set line spacing to 1.5
<b>Ctrl+Shift+&gt;</b>	Increase the font size
<b>Ctrl+Shift+&lt;</b>	Decrease the font size
<b>Ctrl+Shift+A</b>	Change characters to all capitals
<b>Ctrl+Shift+L</b>	Change the bullet style

<b>Ctrl+D</b>	Insert a Microsoft Paint drawing
<b>Ctrl+F</b>	Find text in a document
<b>F3</b>	Find the next instance of the text in the Find dialog box
<b>Ctrl+H</b>	Replace text in a document
<b>Ctrl+Left Arrow</b>	Move the cursor one word to the left
<b>Ctrl+Right Arrow</b>	Move the cursor one word to the right
<b>Ctrl+Up Arrow</b>	Move the cursor to the line above
<b>Ctrl+Down Arrow</b>	Move the cursor to the line below
<b>Ctrl+Home</b>	Move to the beginning of the document
<b>Ctrl+End</b>	Move to the end of the document
<b>Ctrl+Page Up</b>	Move up one page
<b>Ctrl+Page Down</b>	Move down one page
<b>Ctrl+Delete</b>	Delete the next word
<b>F10</b>	Display keytips
<b>Shift+F10</b>	Show the current shortcut menu
<b>F1</b>	Open WordPad Help

### Calculator

<b>Alt+1</b>	Switch to Standard mode
<b>Alt+2</b>	Switch to Scientific mode
<b>Alt+3</b>	Switch to Programmer mode
<b>Alt+4</b>	Switch to Statistics mode
<b>Ctrl+E</b>	Open date calculations
<b>Ctrl+H</b>	Turn calculation history on or off
<b>Ctrl+U</b>	Open unit conversion
<b>Alt+C</b>	Calculate or solve date calculations and worksheets
<b>F1</b>	Open Calculator Help
<b>Ctrl+Q</b>	Press the M- button
<b>Ctrl+P</b>	Press the M+ button
<b>Ctrl+M</b>	Press the MS button
<b>Ctrl+R</b>	Press the MR button
<b>Ctrl+L</b>	Press the MC button
<b>%</b>	Press the % button
<b>F9</b>	Press the +/â€™ button
<b>/</b>	Press the / button
<b>*</b>	Press the * button
<b>+</b>	Press the + button
<b>-</b>	Press the â€™ button
<b>R</b>	Press the 1/Ã— button
<b>@</b>	Press the square root button
<b>0-9</b>	Press the number buttons (0-9)
<b>=</b>	Press the = button
<b>.</b>	Press the . (decimal point) button
<b>Backspace</b>	Press the backspace button
<b>Esc</b>	Press the C button
<b>Del</b>	Press the CE button
<b>Ctrl+Shift+D</b>	Clear the calculation history
<b>F2</b>	Edit the calculation history

<b>Up Arrow key</b>	Navigate up in the calculation history
<b>Down Arrow key</b>	Navigate down in the calculation history
<b>Esc</b>	Cancel editing the calculation history
<b>Enter</b>	Recalculate the calculation history after editing
<b>F3</b>	Select Degrees in Scientific mode
<b>F4</b>	Select Radians in Scientific mode
<b>F5</b>	Select Grads in Scientific mode
<b>I</b>	Press the Inv button in Scientific mode
<b>D</b>	Press the Mod button in Scientific mode
<b>Ctrl+S</b>	Press the sinh button in Scientific mode
<b>Ctrl+O</b>	Press the cosh button in Scientific mode
<b>Ctrl+T</b>	Press the tanh button in Scientific mode
<b>(</b>	Press the ( button in Scientific mode
<b>)</b>	Press the ) button in Scientific mode
<b>N</b>	Press the ln button in Scientific mode
<b>;</b>	Press the Int button in Scientific mode
<b>S</b>	Press the sin button in Scientific mode
<b>O</b>	Press the cos button in Scientific mode
<b>T</b>	Press the tan button in Scientific mode
<b>M</b>	Press the dms button in Scientific mode
<b>P</b>	Press the pi button in Scientific mode
<b>V</b>	Press the F-E button in Scientific mode
<b>X</b>	Press the Exp button in Scientific mode
<b>Q</b>	Press the x <sup>2</sup> button in Scientific mode
<b>Y</b>	Press the x <sup>y</sup> button in Scientific mode
<b>#</b>	Press the x <sup>3</sup> button in Scientific mode
<b>L</b>	Press the log button in Scientific mode
<b>!</b>	Press the n! button in Scientific mode
<b>Ctrl+Y</b>	Press the y <sup>âˆš</sup> x button in Scientific mode
<b>Ctrl+B</b>	Press the 3 <sup>âˆš</sup> x button in Scientific mode
<b>Ctrl+G</b>	Press the 10x button in Scientific mode
<b>F5</b>	Select Hex in Programmer mode
<b>F6</b>	Select Dec in Programmer mode
<b>F7</b>	Select Oct in Programmer mode
<b>F8</b>	Select Bin in Programmer mode
<b>F12</b>	Select Qword in Programmer mode
<b>F2</b>	Select Dword in Programmer mode
<b>F3</b>	Select Word in Programmer mode
<b>F4</b>	Select Byte in Programmer mode
<b>K</b>	Press the RoR button in Programmer mode
<b>J</b>	Press the RoL button in Programmer mode
<b>&lt;</b>	Press the Lsh button in Programmer mode
<b>&gt;</b>	Press the Rsh button in Programmer mode
<b>%</b>	Press the Mod button in Programmer mode
<b>(</b>	Press the ( button in Programmer mode
<b>)</b>	Press the ) button in Programmer mode
<b> </b>	Press the Or button in Programmer mode
<b>^</b>	Press the Xor button in Programmer mode

<b>~</b>	Press the Not button in Programmer mode
<b>&amp;</b>	Press the And button in Programmer mode
<b>A-F</b>	Press the A-F buttons in Programmer mode
<b>Spacebar</b>	Toggles the bit value in Programmer mode
<b>A</b>	Press the Average button in Statistics mode
<b>Ctrl+A</b>	Press the Average Sq button in Statistics mode
<b>S</b>	Press the Sum button in Statistics mode
<b>Ctrl+S</b>	Press the Sum Sq button in Statistics mode
<b>T</b>	Press the S.D. button in Statistics mode
<b>Ctrl+T</b>	Press the Inv S.D. button in Statistics mode
<b>D</b>	Press the CAD button in Statistics mode
<b>Windows Journal</b>	
<b>Ctrl+N</b>	Start a new note
<b>Ctrl+O</b>	Open a recently used note
<b>Ctrl+S</b>	Save changes to a note
<b>Ctrl+Shift+V</b>	Move a note to a specific folder
<b>Ctrl+P</b>	Print a note
<b>Alt+F4</b>	Close a note and its Journal window
<b>Ctrl+Z</b>	Undo a change
<b>Ctrl+Y</b>	Redo a change
<b>Ctrl+A</b>	Select all items on a page
<b>Ctrl+X</b>	Cut a selection
<b>Ctrl+C</b>	Copy a selection to the Clipboard
<b>Ctrl+V</b>	Paste a selection from the Clipboard
<b>Esc</b>	Cancel a selection
<b>Delete</b>	Delete a selection
<b>Ctrl+F</b>	Start a basic find
<b>Ctrl+G</b>	Go to a page
<b>F5</b>	Refresh find results
<b>F5</b>	Refresh the note list
<b>F6</b>	Toggle between a note list and a note
<b>Ctrl+Shift+C</b>	Display a shortcut menu for column headings in a note list
<b>F11</b>	View a note in full-screen mode
<b>F1</b>	Open Journal Help
<b>Windows Help viewer</b>	
<b>Alt+C</b>	Display the Table of Contents
<b>Alt+N</b>	Display the Connection Settings menu
<b>F10</b>	Display the Options menu
<b>Alt+Left Arrow</b>	Move back to the previously viewed topic
<b>Alt+Right Arrow</b>	Move forward to the next (previously viewed) topic
<b>Alt+A</b>	Display the customer support page
<b>Alt+Home</b>	Display the Help and Support home page
<b>Home</b>	Move to the beginning of a topic
<b>End</b>	Move to the end of a topic
<b>Ctrl+F</b>	Search the current topic
<b>Ctrl+P</b>	Print a topic
<b>F3</b>	Move the cursor to the search box

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