



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
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

TaskBar Keyboard Shortcuts Keys

Press this key	To do this
Shift + click a taskbar button	Open a program or quickly open another instance of a program
Ctrl + Shift + click a taskbar button	Open a program as an administrator
Shift + right-click a taskbar button	Show the window menu for the program
Shift + right-click a grouped taskbar button	Show the window menu for the group
Ctrl + click a grouped taskbar button	Cycle through the windows of the group

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

Window Logo Key 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 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.