
























By Greg Shultz

You don't have to experiment to find out which traditional shortcuts still work in Windows 7—or search for ones that have been added to the new OS. Just keep this quick reference handy to speed common Windows 7 tasks.

Note: The Windows key () is located between the Ctrl and Alt keys on most keyboards. However, some vendor keyboards and laptops don't have this key. The Application key () is adjacent to the right Windows key or in the upper-right corner on some laptop keyboards.

The shortcuts


Keystroke	Function
	Opens the Start menu
 + E	Opens Computer
 + R	Opens the Run dialog box
 + F	Opens Search
 + U	Opens Ease Of Access Center
 + X	Open Windows Mobility Center
 + Ctrl + F	Opens the Find Computers dialog box
 + Pause/Break	Open the System page
 + P	Chooses a Network Projector presentation display mode
 + 1..0	Launches a program pinned on the Taskbar in the position indicated by the number; or accesses a running program on the Taskbar in the position indicated by the number
 + Shift + 1..0	Launches a new instance of a program pinned on the Taskbar in the position indicated by the number
 + Ctrl + 1..0	Accesses the last active instance of a program pinned on the Taskbar in the position indicated by the number
 + Alt + 1..0	Accesses the Jump List of a program pinned on the Taskbar in the position indicated by the number
 + B	Selects the first item in the Notification Area; use the arrow keys to cycle through the items and press Enter to open the selected item.

 + Ctrl + B	Accesses the program that is displaying a message in the Notification Area
 + T	Cycles through the items on the Taskbar
 + M	Minimizes all windows
 + Shift + M	Restores all minimized windows
 + D	Show/Hide Desktop (minimizes/restores all windows)
 + L	Locks the computer
 + Tab	Accesses Windows Flip 3D and cycles forward through open programs
 + Shift + Tab	Accesses Windows Flip 3D and cycles backward through open programs
 + Ctrl + Tab	Opens Windows Flip 3D as a stationary object; use the arrow keys to cycle through open programs and press Enter to access the selected program.
 + Spacebar	Preview Desktop (makes all open windows transparent)
 + G	Cycles through gadgets
 + Up Arrow	Maximizes the current window
 + Down Arrow	Minimizes/restores the current window
 + Home	Minimizes all but the current window
 + Left Arrow	Tiles the window on the left side of the screen
 + Right Arrow	Tiles the window on the right side of the screen
 + Shift + Up Arrow	Extends the current window from the top to the bottom of the screen
 + Shift + Left/Right Arrow	Moves the current window from one monitor to the next
 + F1	Launches Windows Help And Support
Alt	Displays hidden Menu Bar
Alt + D	Selects the Address Bar
Alt + P	Displays the Preview Pane in Windows Explorer
Alt + Tab	Cycles forward through open windows
Alt + Shift + Tab	Cycles backward through open windows

100 keyboard shortcuts for moving faster in Windows 7

Alt + F4	Closes the current window; opens the Shut Down Windows dialog box from the Desktop
Alt + Spacebar	Accesses the shortcut menu for the current window
Alt + Esc	Cycles between open programs in the order they were opened
Alt + Enter	Opens the Properties dialog box of the selected item
Alt + PrtScn	Takes a screen shot of the active window and places it on the Clipboard
Alt + Up Arrow	Moves up one folder level in Windows Explorer (like the Up Arrow in XP)
Alt + Left Arrow	Displays the previous folder
Alt + Right Arrow	Displays the next folder
Shift + Insert CD/DVD	Loads CD/DVD without triggering Autoplay or Autorun
Shift + Delete	Permanently deletes the item (rather than sending it to the Recycle Bin)
Shift + F6	Cycles backward through the elements in a window or dialog box
Shift + F10	Accesses the context menu for the selected item
Shift + Tab	Cycles backward through the elements in a window or dialog box
Shift + Click	Selects a consecutive group of items
Shift + Click on a Taskbar button	Launches a new instance of a program
Shift + Right-click on a Taskbar button	Accesses the context menu for the selected item
Ctrl + A	Selects all items
Ctrl + C	Copies the selected item
Ctrl + X	Cuts the selected item
Ctrl + V	Pastes the selected item
Ctrl + D	Deletes the selected item
Ctrl + Z	Undoes an action
Ctrl + Y	Redoes an action
Ctrl + N	Opens a new window in Windows Explorer
Ctrl + W	Closes the current window in Windows Explorer

Ctrl + E	Selects the Search box in the upper-right corner of a window
Ctrl + Shift + N	Creates a new folder
Ctrl + Esc	Opens the Start menu
Ctrl + Shift + Esc	Opens the Windows Task Manager
Ctrl + Alt + Tab	Uses arrow keys to cycle through open windows
Ctrl + Alt + Delete	Accesses the Windows Security screen
Ctrl + Mouse scroll wheel	Changes the icon size on the desktop or the Views setting in Windows Explorer
Ctrl + Click	Selects multiple individual items
Ctrl + Click and drag an item	Copies that item in the same folder
Ctrl + Shift + Click and drag an item	Creates a shortcut for that item in the same folder
Ctrl + Tab	Moves forward through tabs
Ctrl + Shift + Tab	Moves backward through tabs
Ctrl + Shift + Click on a Taskbar button	Launches a new instance of a program as an Administrator
Ctrl + Click on a grouped Taskbar button	Cycles through the instances of a program in the group
F1	Displays Help
F2	Renames a file
F3	Opens Search
F4	Displays the Address Bar list
F5	Refreshes the display
F6	Cycles forward through the elements in a window or dialog box
F7	Displays the command history in a Command Prompt
F10	Displays hidden Menu Bar
F11	Toggles full screen display
Tab	Cycles forward through the elements in a window or dialog box

PrtScn	Takes a screen shot of the entire screen and places it on the Clipboard
 (Application Key)	Accesses the context menu for the selected item
Home	Moves to the top of the active window
End	Moves to the bottom of the active window
Delete	Deletes the selected item
Backspace	Displays the previous folder in Windows Explorer; moves up one folder level in the Open or Save dialog box
Esc	Closes a dialog box
Num Lock Enabled + Plus (+)	Displays the contents of the selected folder
Num Lock Enabled + Minus (-)	Collapses the selected folder
Num Lock Enabled + Asterisk (*)	Expands all subfolders under the selected folder
Press Shift 5 times	Turns StickyKeys on or off
Hold down right Shift for 8 seconds	Turns FilterKeys on or off
Hold down Num Lock for 5 seconds	Turns ToggleKeys on or off

Additional shortcut lists

- ◆ [50+ keyboard shortcuts for moving faster in Windows XP](#)
- ◆ [76 keyboard shortcuts for moving faster in Windows Vista](#)
- ◆ [Microsoft Word 2003 keyboard shortcuts](#)
- ◆ [85 keyboard shortcuts for moving faster in Microsoft Excel](#)
- ◆ [70+ Keyboard shortcuts to move faster in Microsoft Access](#)
- ◆ [50+ Keyboard shortcuts to move faster in Microsoft PowerPoint](#)