

Shortcut Keys



Windows 7 includes many [new keyboard accelerator keys](#) that make it easier to work with menus and other commands. Normally, the keyboard shortcuts to activate the command are listed along with command in the programs' menus (typically a letter is underlined to indicate that it can be activated by pressing the combination of Alt key with the underlined key). Some are not listed and hidden though.

Here's the list of Windows 7 keyboard shortcuts or accelerator hotkeys available on the operating system level and also for some of the built-in application programs in Windows 7, as published by [Microsoft](#).

Ease of Access keyboard shortcuts

- 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

General keyboard shortcuts

- 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 + any arrow key: Select more than one item in a window or on the desktop, or select text within a [document](#)
- Ctrl + 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

Shortcut Keys



- 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 L: 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

Dialog box keyboard shortcuts

- 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 listBackspace: Open a folder one level up if a folder is selected in the Save As or Open dialog box

Windows logo key keyboard shortcuts

- 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 + number: Start a new instance of the program pinned to the 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.

Shortcut Keys



- 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

- Ctrl + N: Open a new window
- Ctrl + W: Close the current 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
- Ctrl + Period (.): Rotate a picture clockwise
- Ctrl + Comma (,): Rotate a picture counter-clockwise
- 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
- rNum 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
- Backspace: 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 + Shift + E: Display all folders above the selected 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
- Ctrl + F: Select the search box

Taskbar keyboard shortcuts

- Shift + Click on a taskbar button: Open a program or quickly open another instance of a program
- Ctrl + Shift + Click on a taskbar button: Open a program as an administrator
- Shift + Right-click on a taskbar button: Show the window menu for the program
- Shift + Right-click on a grouped taskbar button: Show the window menu for the group
- Ctrl + Click on a grouped taskbar button: Cycle through the windows of the group

Magnifier keyboard shortcuts

- Windows logo key + Plus Sign or Minus Sign: Zoom in or out
- Ctrl + Alt + Spacebar: Preview the desktop in full-screen mode
- Ctrl + Alt + F: Switch to full-screen mode
- Ctrl + Alt + L: Switch to [lens](#) mode

Shortcut Keys



- 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 lensWindows logo key + Esc: Exit Magnifier

WordPad keyboard shortcuts

- 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 textCtrl + 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 wordF10: Display keytips
- Shift + F10: Show the current shortcut menu
- F1: Open WordPad Help

Calculator keyboard shortcuts

- Alt + 1: Switch to Standard mode
- Alt + 2: Switch to Scientific mode
- Alt + 3: Switch to Programmer mode
- Alt + 4: Switch to Statistics mode

Shortcut Keys



- 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/x 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 In 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 $y\sqrt{x}$ button in Scientific mode
- Ctrl + B: Press the $3\sqrt{x}$ button in Scientific mode
- Ctrl + G: Press the 10x button in Scientific mode
- F5: Select Hex in Programmer mode

Shortcut Keys



- 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