

Windows 7 Complete Keyboard Shortcut Keys

Remote Desktop Connection keyboard shortcuts

Shortcut Key	Command
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.]

Windows Explorer keyboard shortcuts

Shortcut Key	Command
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]
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]
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]

General keyboard shortcuts

Shortcut Key	Command
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 +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 (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]

Dialog box keyboard shortcuts

Shortcut Key	Command
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]

Ease of Access keyboard shortcuts

Shortcut Key	Command
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]

Windows logo key keyboard shortcuts

Shortcut Key	Command
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.]
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.]

WordPad keyboard shortcuts

Shortcut Key	Command
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]

Taskbar keyboard shortcuts

Shortcut Key	Command
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

Shortcut Key	Command
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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]
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]

Paint keyboard shortcuts

Shortcut Key	Command
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]
Calculator keyboard shortcuts	
Shortcut Key	Command
Alt+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/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 ^{√x} button in Scientific mode]
Ctrl+B	[Press the 3 ^{√x} 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

Shortcut Key	Command
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

Shortcut Key	Command
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]
F1	[Open Journal Help]

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