

**The  
Complete  
Windows 7 Shortcuts**

**eBook**

**Published By  
The Windows Club**

**Author  
Nitin Agarwal**

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Nitin Agarwal

**TheWindowsClub Publications**

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**The Windows Club**

[www.thewindowsclub.com](http://www.thewindowsclub.com)

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## About the Publisher

**TheWindowsClub** is a Microsoft Featured community which helps people to find answers of their tech problems, especially related to PCs and Microsoft technologies. The main objective of the community is to help people and make their computing life easier and let them enjoy the wonderful world of Windows 7.

The Club has also released various software and utilities to tweak and fix Windows easily.  
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## Introduction

**Windows 7** includes a lot of new keyboard shortcuts that are unknown for a new user. This eBook comprises of more than 200 keyboard shortcuts containing almost all the keyboard shortcuts that are available in Windows 7 and its default programs. Keyboard shortcuts are amalgamation of two or more keys that when pressed together performs a task that would typically require a mouse or other pointing device. Keyboard shortcuts can make it easier to interact with your computer, saving your time and effort when you work with Windows and other programs.

Most programs also provide accelerator keys that can make it easier to work with menus and other commands available in the program for users. Check the menus of programs for accelerator keys. If a letter is underlined in a menu item, which usually means that pressing the Alt key in combination with the underlined key will have the same effect as clicking that menu item.

Pressing the Alt key in some programs, such as Paint, WordPad or MS Office 2007 shows commands that are labeled with additional keys that you can press to use them.



### What is Keyboard & how to use it?

Whether you have to write anything like a letter or have to calculate numerical data, your keyboard is the main way to enter information into your computer. But did you know you can also use your keyboard to control your computer? Learning just a few simple keyboard commands (Shortcuts to your computer programs) can help you work more efficiently.

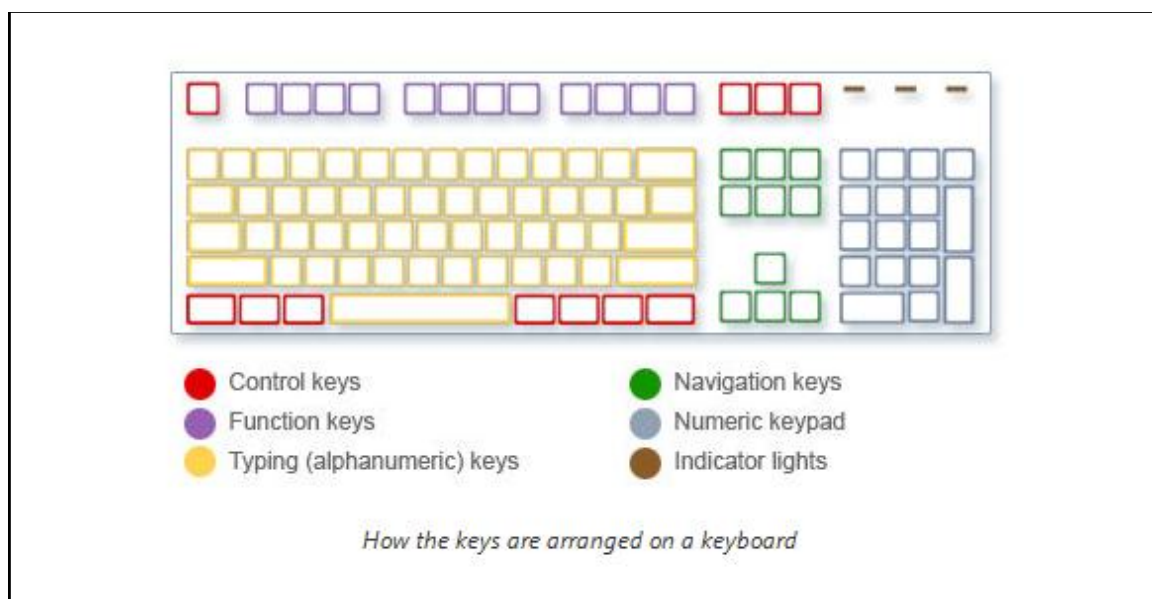
This key book explains the basics of keyboard operation and gets you started with keyboard commands. Now let's discuss about the fundamental aspects of a Keyboard.

## How the keys are organized on a standard Keyboard

The keys on your keyboard can be divided into several groups based on their functions:

- **Typing (alphanumeric) keys:** These keys include the letter, number, punctuation, and symbol keys that we use mostly in our daily life.
- **Control keys:** These keys are used alone or in combination with other keys to perform certain actions. The most frequently used control keys are **Ctrl**, **Alt**, the **Windows logo key**, and **Esc**.
- **Function keys:** The function keys are used to perform specific tasks. They are labeled as F1, F2, F3, and so on, up to F12. The functionality of these keys differs from program to program.
- **Navigation keys:** These keys are used for navigate in a long window pane such as documents or webpages and editing text. They include **the arrow keys**, **Home**, **End**, **Page Up**, **Page Down**, **Delete**, and **Insert**.
- **Numeric keypad:** The numeric keypad is handy for entering numbers quickly. The keys are grouped together in a block like a conventional calculator or an adding machine.

The following picture shows how these keys are arranged on a typical keyboard. Your keyboard layout might be different.



## Typing & editing the text using Keyboard

Whenever you need to type something in a program, e-mail message or text box typing keys of a keyboard are used. You can move the cursor by clicking in the desired location with the mouse, or by using the navigation keys present on the keyboard.

In addition to letters, numerals, punctuation marks, and symbols, the typing keys also include **Shift**, **Caps Lock**, **Tab**, **Enter**, **the Spacebar**, and **Backspace** keys.

Key name	How to use it
<b>Shift</b>	Press Shift in combination with a letter to type an uppercase letter. Press Shift in combination with another key to type the symbol shown on the upper part of that key.
<b>Caps Lock</b>	Press Caps Lock once to type all letters as uppercase. Press Caps Lock again to turn this function off. Your keyboard might have a light indicating whether Caps Lock is on.
<b>Tab</b>	Press Tab to move the cursor several spaces forward. You can also press Tab to move to the next text box on a form.
<b>Enter</b>	Press Enter to move the cursor to the beginning of the next line. In a dialog box, press Enter to select the highlighted button.
<b>Spacebar</b>	Press the Spacebar to move the cursor one space forward.
<b>Backspace</b>	Press Backspace to delete the character before the cursor, or the selected text.

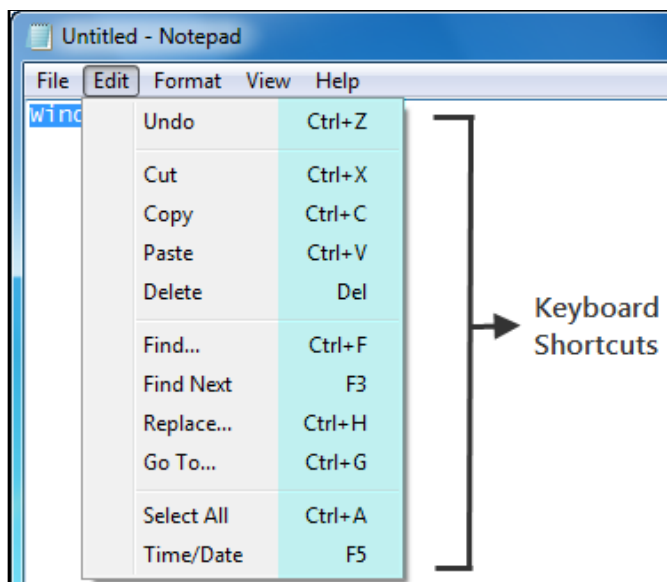
## Using keyboard shortcuts

Keyboard shortcuts are ways to perform actions by using your keyboard. They're called shortcuts because they help you work faster. In fact, almost any action or command you can perform with a mouse can be performed faster using one or more keys on your keyboard.

In this key book, a plus sign (+) between two or more keys indicates that those keys should be pressed in combination. For example, Ctrl+A means to press and hold Ctrl and press A. Ctrl+Shift+A means to press and hold Ctrl and Shift and then press A.

### Find program shortcuts

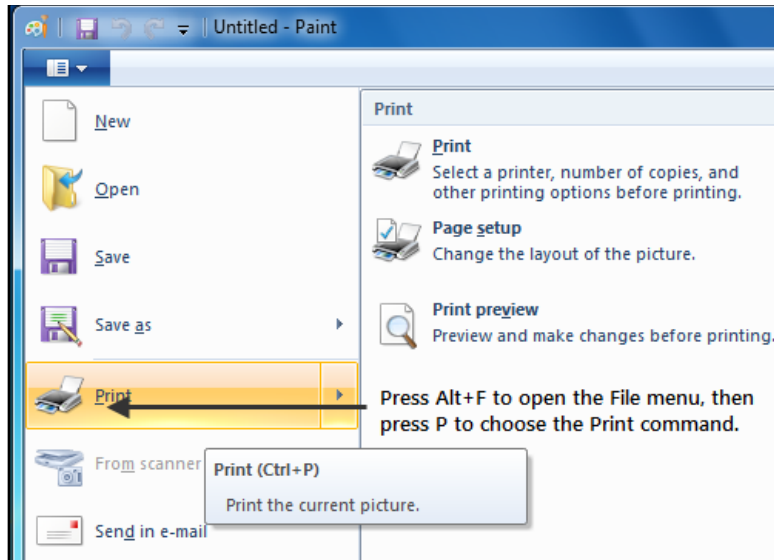
You can do things in most programs by using the keyboard. To see which commands have keyboard shortcuts, open a menu. The shortcuts (if available) are shown next to the menu items.



### Choose menus, commands, and options

You can open menus and choose commands and other options using your keyboard. In a program that has menus with underlined letters, press Alt and an underlined

letter to open the corresponding menu. Press the underlined letter in a menu item to choose that command. For programs that use the Ribbon, such as Paint and WordPad, pressing Alt overlays (rather than underlines) a letter that can be pressed.



This trick works in dialog boxes too. Whenever you see an underlined letter attached to an option in a dialog box, it means you can press Alt plus that letter to choose that option.

### Some useful shortcuts

Press this	To do this
<b>Windows logo key</b>	Open the Start menu
<b>Alt+Tab</b>	Switch between open programs or windows
<b>Alt+F4</b>	Close the active item, or exit the active program
<b>Ctrl+S</b>	Save the current file or document (works in most programs)
<b>Ctrl+C</b>	Copy the selected item
<b>Ctrl+X</b>	Cut the selected item
<b>Ctrl+V</b>	Paste the selected item
<b>Ctrl+Z</b>	Undo an action
<b>Ctrl+A</b>	Select all items in a document or window
<b>F1</b>	Display Help for a program or Windows
<b>Windows key +F1</b>	Display Windows Help and Support
<b>Esc</b>	Cancel the current task
<b>Application key (near to right Ctrl key)</b>	Open a menu of commands related to a selection in a program. Equivalent to right-clicking the selection.

## Using the keyboard extras

Except the traditional keys, a keyboard has many extra useful keys on it. Modern keyboards even have dedicated application keys like for starting calculator, controlling Windows Media Player functions or Internet browsing functions. Here is the list of some most common extra keys.

### Using navigation keys

The navigation keys allow you to move the cursor, move around in documents and webpages, and edit text. The following is the list stating some common functions of these keys.

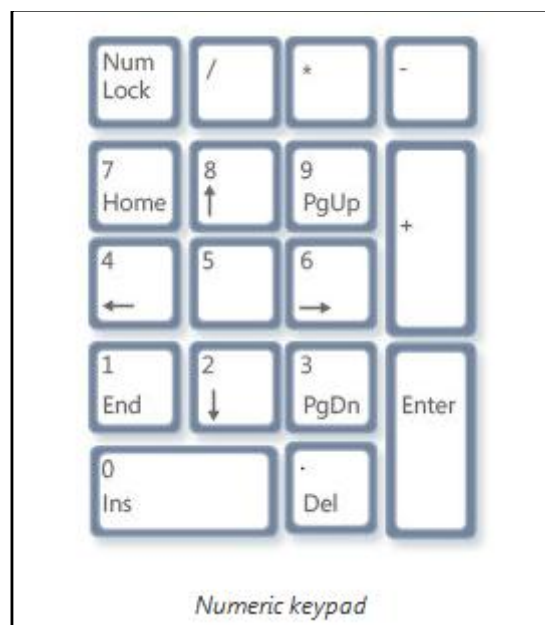
Press this	To do this
<b>Left Arrow, Right Arrow, Up Arrow, or Down Arrow</b>	Move the cursor or selection one space or line in the direction of the arrow, or scroll a webpage in the direction of the arrow
<b>Home</b>	Move the cursor to the beginning of a line or move to the top of a webpage
<b>End</b>	Move the cursor to the end of a line or move to the bottom of a webpage
<b>Ctrl+Home</b>	Move to the top of a document
<b>Ctrl+End</b>	Move to the bottom of a document
<b>Page Up</b>	Move the cursor or page up one screen
<b>Page Down</b>	Move the cursor or page down one screen
<b>Delete</b>	Delete the character after the cursor, or the selected text; in Windows, delete the selected item and move it to the Recycle Bin
<b>Insert</b>	Turn Insert mode off or on. When Insert mode is on, text that you type is inserted at the cursor. When Insert mode is off, text that you type replaces existing characters.

## Using the numeric keypad

The numeric keypad arranges the numerals 0 to 9, the arithmetic operators + (addition), - (subtraction), \* (multiplication), and / (division), and the decimal point as they would appear on a calculator or adding machine. These characters are duplicated elsewhere on the keyboard, of course, but the keypad arrangement allows you to rapidly enter numerical data or mathematical operations with one hand.

### Numeric keypad

To use the numeric keypad to enter numbers, press Num Lock. Most keyboards have a light that indicates whether Num Lock is on or off. When Num Lock is off, the numeric keypad functions as a second set of navigation keys (these functions are printed on the keys next to the numerals or symbols). You can use your numeric keypad to perform simple calculations with Calculator.



## Three odd keys

So far, we've discussed almost every key you're likely to use. But for the truly inquisitive, let's explore the three most mysterious keys on the keyboard: PrtScn, Scroll Lock, and Pause/Break.

### PrtScn (or Print Screen)

A long time ago, this key actually did what it says—it sent the current screen of text to your printer. Nowadays, pressing PrtScn captures an image of your entire screen (a "screen shot") and copies it to the Clipboard in the computer's memory. From there you can paste it (Ctrl+V) into Microsoft Paint or another image editing program and, if you want you can print it from that program.

More obscure is SYS RQ, which shares the key with PrtScn on some keyboards. Historically, SYS RQ was designed to be a "system request," but this command is not enabled in Windows.

#### Tip

- Press Alt+PrtScn to capture an image of just the active window, instead of the entire screen.

### ScrLk (or Scroll Lock)

In most programs, pressing Scroll Lock has no effect. In few programs, pressing Scroll Lock changes the behavior of the arrow keys and the Page Up and Page Down keys; pressing these keys causes the document to scroll without changing the position of the cursor or selection. Your keyboard might have a light indicating whether Scroll Lock is on.

## **Pause/Break**

This key is rarely used. In some older programs, pressing this key pause's the program or, in combination with Ctrl, stops it from running like what Alt+F4 do now.

## **Other keys**

Some modern keyboards also called as Multimedia keyboards come with "hot keys" or buttons that give you quick, one-press access to programs, files, or commands like calculator. Many models have volume controls, scroll wheels, zoom wheels, and other gadgets. For details about these features, check the information that came with your keyboard or computer, or go to the manufacturer's website.

## Some Useful Tips

Since many of us are addicted to the computers and they are now integral part of our life. So, to avoid any type of stress, bad conditions, time wastage or body pain give a read to some of these tips.



### **Use your keyboard safely**

Using your keyboard properly can help avoid distress or injury to your wrists, hands, and arms, particularly if you use your computer for long periods of time. Here are some tips to help you avoid problems:

- Place your keyboard at elbow level. Your upper arms should be relaxed at your sides.
- Center your keyboard in front of you. If your keyboard has a numeric keypad, you can use the spacebar as the centering point.
- Type with your hands and wrists floating above the keyboard, so that you can use your whole arm to reach for distant keys instead of stretching your fingers.
- Avoid resting your palms or wrists on any type of surface while typing. If your keyboard has a palm rest, use it only during breaks from typing.
- While typing, use a light touch and keep your wrists straight.
- When you're not typing, relax your arms and hands.
- Take short breaks from computer use every 15 to 20 minutes.



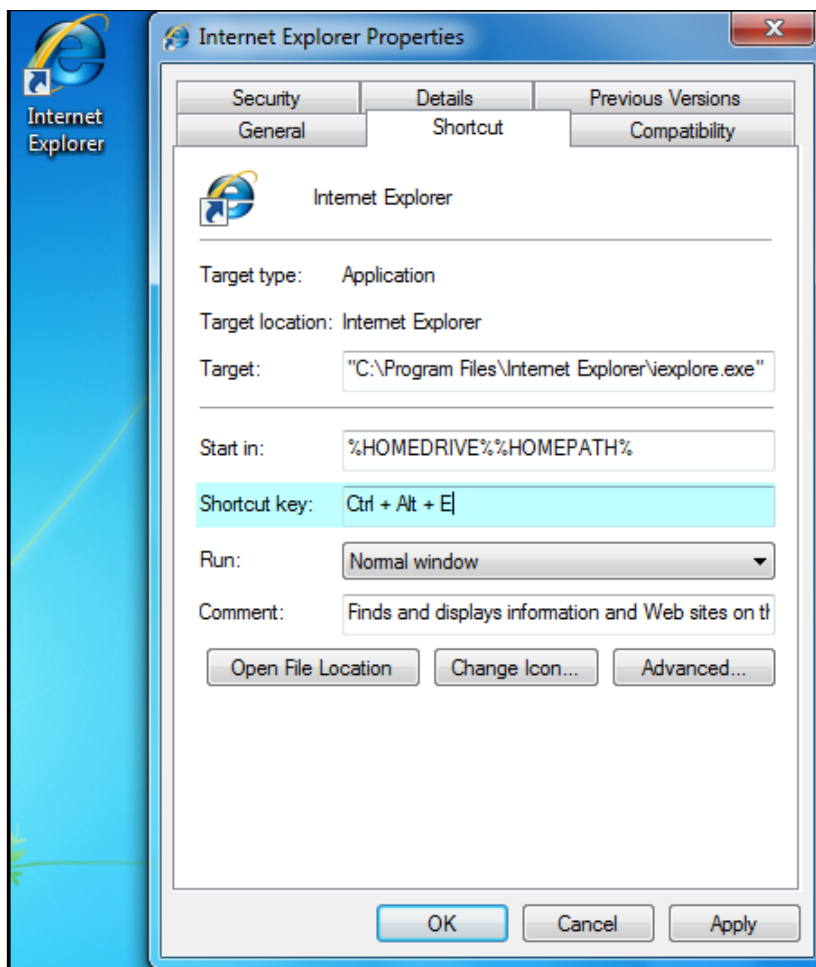
### **Create keyboard shortcuts to open programs**

You can also create keyboard shortcuts to open programs. Opening programs this way is often simpler than opening them using your mouse or other pointing device. Before you get started, you need to create a shortcut for the program to which you

want to assign a keyboard shortcut. To do this, open the folder that contains the program, right-click the program's executable file, and then click Create Shortcut.

*Follow these simple to create keyboard shortcut to open a program:*

1. Locate the shortcut to the program for which you want to create a keyboard shortcut.
2. Right-click the shortcut and then click Properties.
3. In the Shortcut Properties dialog box, click the Shortcut tab.
4. Click in the Shortcut key box, press the key on your keyboard that you want to use in combination with Ctrl+Alt (keyboard shortcuts automatically start with Ctrl+Alt), and then click OK. If you are prompted for an administrator password or confirmation, type the password or provide confirmation.



## Notes

- The word none appears in the Shortcut key box until you press a key; then it's replaced with Ctrl+Alt+the key that you pressed.
- The new shortcut might not work for programs that have their own keyboard shortcuts.
- You cannot use the Esc, Enter, Tab, Spacebar, PrtScn, Shift, or Backspace keys to create a keyboard shortcut.
- You can also create keyboard shortcuts to open files and folders.



### Make the keyboard easier to use

You can use your keyboard to control the mouse and make it easier to type certain key combinations. Windows 7 make it much easier to control every bit of your computer, you can also adjust these settings to make the keyboard easier to use, follow the steps to do so:

1. Go to **Control Panel** and open **Ease of Access Center**.
2. Select the options that you want to use:
  - **Turn on Mouse Keys:** This option sets Mouse Keys to run when you log on to Windows. Instead of using the mouse, you can use the arrow keys on your keyboard or the numeric keypad to move the pointer.
  - **Turn on Sticky Keys:** This option sets Sticky Keys to run when you log on to Windows. Instead of having to press three keys at once (such as when you must press the Ctrl, Alt, and Delete keys together to log on to Windows), you can use one key by turning on Sticky Keys and adjusting the settings. This way, you can press a modifier key and have it remain active until another key is pressed.
  - **Turn on Toggle Keys:** This option sets Toggle Keys to run when you log on to Windows. Toggle Keys can play an alert each time you press the

Caps Lock, Num Lock, or Scroll Lock keys. These alerts can help prevent the frustration of inadvertently pressing a key and not realizing it.

- **Turn on Filter Keys:** This option sets Filter Keys to run when you log on to Windows. You can set Windows to ignore keystrokes that occur in rapid succession, or keystrokes that are held down for several seconds unintentionally.
- **Underline keyboard shortcuts and access keys:** This option makes keyboard access in dialog boxes easier by highlighting access keys for the controls in them.
- **Prevent windows from being automatically arranged when moved to the edge of the screen:** This option prevents windows from automatically resizing and docking along the sides of your screen when you move them there.



### Type without using the keyboard (On-Screen Keyboard)

Instead of relying on the physical keyboard to type and enter data, you can use On-Screen Keyboard. On-Screen Keyboard displays a visual keyboard with all the standard keys. You can select keys using the mouse or another pointing device, or you can use a single key or group of keys to cycle through the keys on the screen.



1. Go to Control Panel, open Ease of Access center and select On-Screen Keyboard.
2. To use the On-Screen Keyboard, select the mode you want, following modes are available:

Typing mode	Description
<b>Click on keys</b>	In clicking mode, you click the on-screen keys to type text.
<b>Hover over keys</b>	In hovering mode, you use a mouse or joystick to point to a key for a predefined period of time, and the selected character is typed automatically.
<b>Scan through keys</b>	In scanning mode, On-Screen Keyboard continually scans the keyboard and highlights areas where you can type keyboard characters by pressing a keyboard shortcut, using a switch input device, or using a device that simulates a mouse click.

## Notes

- If you're using either hovering mode or scanning mode and accidentally minimize On-Screen Keyboard, you can restore it by pointing to it in the taskbar (for hovering mode) or by pressing the scan key (for scanning mode).
- If you're using a mouse click to select a key in the Scan through keys mode, the mouse pointer must be located over On-Screen Keyboard.
- The keyboard layout changes in On-Screen Keyboard depending on the language displayed in the active program.



## **Set On-Screen Keyboard to use for various handy tasks:**

1. Open On-Screen Keyboard.
2. On-Screen Keyboard make an audible click when a key is pressed Click Options, select the Use click sound check box, and then click OK.
3. Use a numeric key pad to enter numbers with On-Screen Keyboard. Click Options, select the Turn on numeric key pad check box, and then click OK.
4. When text prediction is enabled, as you type, On-Screen Keyboard displays a list of words that you might be typing. Click Options, select the Use Text Prediction check box, and then click OK.

If you don't want to automatically add a space after you insert a word using text prediction, clear the Insert space after predicted words check box, and then click OK.

## Notes

- Text prediction is only available in English, French, Italian, German, and Spanish. To enable text prediction in a specific language, you must first install additional language files for that language.
- Text prediction isn't included in Windows 7 Home Basic.

## The Shortcuts Collection

Now, it's time to read all the Windows 7 shortcuts. The shortcuts are categorized in different lists according to their use or function. Some shortcut keys are also mentioned according to the reference of the programs in which they are widely or only used.



### General Windows functions keyboard shortcuts

Press this key	To do this
<b>F1</b>	Display Help
<b>Ctrl+C</b>	Copy the selected item
<b>Ctrl+X</b>	Cut the selected item
<b>Ctrl+V</b>	Paste the selected item
<b>Ctrl+Z</b>	Undo an action
<b>Ctrl+Y</b>	Redo an action
<b>Delete</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

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<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</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

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## Dialog box keyboard shortcuts

Press this key	To do this
<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



## Windows logo key keyboard shortcuts

Press this key	To do this
<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</b>	Start a new instance of the program pinned to the

<b>+number</b>	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.



## Windows Explorer keyboard shortcuts

Press this key	To do this
<b>Ctrl+N</b>	Open a new 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>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>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+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



## Ease of Access keyboard shortcuts

Press this key	To do this
<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



## Magnifier keyboard shortcuts

Press this key	To do this
<b>Windows logo key + Plus Sign or Minus Sign</b>	Zoom in or out
<b>Ctrl+Alt+Spacebar</b>	Show the mouse pointer
<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



## Remote Desktop Connection keyboard shortcuts

Press this key	To do this
<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.

### Note

- Ctrl+Alt+Break and Ctrl+Alt+End are available in all Remote Desktop sessions, even when you've set up the remote computer to recognize Windows keyboard shortcuts.



## Keyboard shortcuts for MS Paint

Press this key	To do this
<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



## Keyboard shortcuts for Wordpad

Press this key	To do this
<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



## Keyboard shortcuts for Calculator

Press this key	To do this
<b>Atl+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 +/- button
<b>/</b>	Press the / button
<b>*</b>	Press the * button
<b>+</b>	Press the + button
<b>-</b>	Press the - button
<b>R</b>	Press the 1/x 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

)	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 yvx button in Scientific mode
Ctrl+B	Press the 3vx 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

Press this key	To do this
<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



## Windows Help viewer keyboard shortcuts

Press this key	To do this
<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



## Windows Media Player keyboard shortcuts

Most features and buttons in Windows Media Player are also accessible using the keyboard. The Player provides a variety of keyboard shortcuts for the more commonly used commands and buttons for controlling the Player. The following table shows the various keyboard shortcuts for the Player.

### Note

- Some keyboard shortcuts only work when the Player is in a certain mode or when you play certain media types. For example, the shortcuts for changing the video size only work when you are viewing videos or pictures in Now Playing mode.

To do this	Use this keyboard shortcut
Video size 50%	Alt+1
Video size 100%	Alt+2
Video size 200%	Alt+3
Toggle display for full-screen video	Alt+Enter
Retrace your steps back through your most recent views in the Player	Alt+Left Arrow
Retrace your steps forward through your most recent views in the Player	Alt+Right Arrow
Switch to Player Library	Ctrl+1
Switch to skin mode	Ctrl+2
Switch to Now Playing mode	Ctrl+3
Add to play list	Ctrl+7
Add to burn list	Ctrl+8
Add to sync list	Ctrl+9
Previous (item or chapter)	Ctrl+B
In the Player Library, put the cursor in the search box	Ctrl+E
Next (item or chapter)	Ctrl+F

Turn shuffle on or off	Ctrl+H
Eject CD or DVD (this doesn't work on computers equipped with two or more CD or DVD disc drives)	Ctrl+J
In the Player Library, show or hide the menu bar	Ctrl+M
Create a new playlist	Ctrl+N
Open a file	Ctrl+O
Play or pause playing	Ctrl+P
Stop playing	Ctrl+S
Turn repeat on or off	Ctrl+T
Specify a URL or path to a file	Ctrl+U
Close or stop playing a file	Ctrl+W
Restart video	Ctrl+Shift+B
Turn captions and subtitles on or off	Ctrl+Shift+C
Fast-forward through video or music	Ctrl+Shift+F
Use a fast play speed	Ctrl+Shift+G
Play at normal speed	Ctrl+Shift+N
Use a slow play speed	Ctrl+Shift+S
Display Windows Media Player Help	F1
Edit media information on a selected item in the Player Library	F2
Switch the view of items in the details pane	F4
Increase the size of album art	F6
Decrease the size of album art	Shift+F6
Mute the volume	F7
Decrease the volume	F8
Increase the volume	F9



## Internet Explorer keyboard shortcuts

You can access any feature of Internet Explorer using only the keyboard. In addition, Internet Explorer provides a variety of keyboard shortcuts so that navigating with the keyboard is easier.



### Viewing and exploring webpages

To do this	Press this
<b>Display Help</b>	F1
<b>Toggle between full-screen and regular views of the browser window</b>	F11
<b>Move forward through the items on a webpage, the Address bar, or the Favorites bar</b>	Tab
<b>Move back through the items on a webpage, the Address bar, or the Favorites bar</b>	Shift+Tab
<b>Start Caret Browsing</b>	F7
<b>Go to your home page</b>	Alt+Home
<b>Go to the next page</b>	Alt+Right Arrow
<b>Go to the previous page</b>	Alt+Left Arrow or Backspace
<b>Display a shortcut menu for a link</b>	Shift+F10
<b>Move forward through frames and browser elements (only works if tabbed browsing is disabled)</b>	Ctrl+Tab or F6
<b>Move backward between frames (only works if tabbed browsing is disabled)</b>	Ctrl+Shift+Tab
<b>Scroll toward the beginning of a document</b>	Up Arrow
<b>Scroll toward the end of a document</b>	Down Arrow
<b>Scroll toward the beginning of a document in larger increments</b>	Page Up
<b>Scroll toward the end of a document in larger increments</b>	Page Down
<b>Move to the beginning of a document</b>	Home
<b>Move to the end of a document</b>	End
<b>Find on this page</b>	Ctrl+F
<b>Refresh the current webpage</b>	F5
<b>Refresh the current webpage, even if the time stamp for the web version and your locally stored version are the same</b>	Ctrl+F5
<b>Stop downloading a page</b>	Esc
<b>Open a new website or page</b>	Ctrl+O
<b>Open a new window</b>	Ctrl+N
<b>Open a new InPrivate Browsing window</b>	Ctrl+Alt+P

Duplicate tab (open current tab in a new tab)	Ctrl+K
Close the current window (if you only have one tab open)	Ctrl+W
Save the current page	Ctrl+S
Print the current page or active frame	Ctrl+P
Activate a selected link	Enter
Open Favorites	Ctrl+I
Open History	Ctrl+H
Open Feeds	Ctrl+J
Open the Page menu	Alt+P
Open the Tools menu	Alt+T
Open the Help menu	Alt+H

## Working with tabs

To do this	Press this
Open links in a new tab in the background	Ctrl+click
Open links in a new tab in the foreground	Ctrl+Shift+click
Open a new tab in the foreground	Ctrl+T
Switch between tabs	Ctrl+Tab or Ctrl+Shift+Tab
Close current tab (or the current window if tabbed browsing is disabled)	Ctrl+W
Open a new tab in the foreground from the Address bar	Alt+Enter
Switch to a specific tab number	Ctrl+n (where n is a number between 1 and 8)
Switch to the last tab	Ctrl+9
Close other tabs	Ctrl+Alt+F4
Toggle Quick Tabs (thumbnail view) on or off	Ctrl+Q

## Using zoom

To do this	Press this
Increase zoom (+ 10%)	Ctrl+Plus Sign
Decrease zoom (- 10%)	Ctrl+Minus Sign
Zoom to 100%	Ctrl+0



## Using search

To do this	Press this
Go to the search box	Ctrl+E
Open your search query in a new tab	Alt+Enter
Open the search provider menu	Ctrl+Down Arrow

## Using Print Preview

To do this	Press this
Set printing options and print the page	Alt+P
Change paper, headers and footers, orientation, and margins for this page	Alt+U
Display the first page to be printed	Alt+Home
Display the previous page to be printed	Alt+Left Arrow
Type the number of the page you want displayed	Alt+A
Display the next page to be printed	Alt+Right Arrow
Display the last page to be printed	Alt+End
Specify how you want frames to print (this option is available only if you are printing a webpage that uses frames)	Alt+F
Close Print Preview	Alt+C



## Using the Address bar

To do this	Press this
Select the text in the Address bar	Alt+D
Display a list of addresses you've typed	F4
When in the Address bar, move the cursor left to the next logical break in the address (period or slash)	Ctrl+Left Arrow
When in the Address bar, move the cursor right to the next logical break in the address (period or slash)	Ctrl+Right Arrow
Add "www." to the beginning and ".com" to the end of the text typed in the Address bar	Ctrl+Enter
Move forward through the list of AutoComplete matches	Up Arrow
Move back through the list of AutoComplete matches	Down Arrow



## Opening Internet Explorer toolbar menus

To do this	Press this
Open the Home menu	Alt+M
Open the Print menu	Alt+R
Open the RSS menu	Alt+J
Open the Tools menu	Alt+O
Open the Safety menu	Alt+S
Open the Help menu	Alt+L

## Working with feeds, history and favorites.

To do this	Press this
Add the current page to your favorites (or subscribe to the feed when in feed preview)	Ctrl+D
Delete browsing history	Ctrl+Shift+Del
Open an InPrivate Browsing window	Ctrl+Shift+P
Open the Organize Favorites dialog box	Ctrl+B
Move selected item up in the Favorites list in the Organize Favorites dialog box	Alt+Up Arrow
Move selected item down in the Favorites list in the Organize Favorites dialog box	Alt+Down Arrow
Open Favorites Center and display your favorites	Alt+C
Open Favorites Center and display your history	Ctrl+H
Open Favorites Center and display your feeds	Ctrl+J
Open and dock the Favorites Center and display your feeds	Ctrl+Shift+J
Open the Add to Favorites menu (or open Subscribe to feed when in feed preview)	Alt+Z
Open the Favorites menu from the menu bar	Alt+A
Display all feeds (when in feed view)	Alt+I
Mark a feed as read (when in feed view)	Alt+M
Put the cursor in search box in feed view	Alt+S

## Shortcuts used when editing webpages.

To do this	Press this
Remove the selected items and copy them to the Clipboard	Ctrl+X
Copy the selected items to the Clipboard	Ctrl+C
Insert the contents of the Clipboard at the selected location	Ctrl+V
Select all items on the current webpage	Ctrl+A
Open Internet Explorer Developer Tools	F12

## Using the Information bar

To do this	Press this
Move focus to the Information bar	Alt+N
Click the Information bar	Spacebar



## Windows Media Center keyboard shortcuts

You can access any feature in Windows Media Center using only the keyboard. In addition, Media Center provides a variety of keyboard shortcuts so that navigating with the keyboard is easier.

### Use shortcuts for basic navigation

To do this	Use this key or keyboard shortcut
<b>Open Media Center or return to the Media Center start screen</b>	Windows logo key+Alt+Enter
<b>Accept a selection</b>	Enter
<b>Go back to the previous screen</b>	Backspace
<b>Go to the first item in a list</b>	Home
<b>Go to the last item in a list</b>	End
<b>Move left, right, up, or down</b>	Arrow keys
<b>Go in or go out of full-screen mode</b>	Alt+Enter



### Use shortcuts to control audio

To do this	Use this key or keyboard shortcut
<b>Mute or unmute volume</b>	F8
<b>Turn down volume</b>	F9
<b>Turn up volume</b>	F10
<b>Go to the Music library page</b>	Ctrl+M
<b>Play a song</b>	Ctrl+Shift+P
<b>Stop playing a song</b>	Ctrl+Shift+S
<b>Pause or resume a song</b>	Ctrl+P
<b>Go to the beginning of the current song</b>	Ctrl+B
<b>Skip to the next song</b>	Ctrl+F
<b>Fast forward a song</b>	Ctrl+Shift+F
<b>Rip a CD</b>	Ctrl+R
<b>Display the shortcut menu</b>	Ctrl+D



## Use shortcuts to watch and record TV

To do this	Use this key or keyboard shortcut
Go to Recorded TV	Ctrl+O
Go to the Guide	Ctrl+G
Go to live TV	Ctrl+T
Change the screen aspect ratio (zoom)	Ctrl+Shift+Z
Record a TV show	Ctrl+R
Pause or resume live TV or recorded TV	Ctrl+P
Stop recording or stop playing a TV show	Ctrl+Shift+S
Resume playing a TV show	Ctrl+Shift+P
Rewind live TV or recorded TV	Ctrl+Shift+B
Fast forward live TV or recorded TV	Ctrl+Shift+F
Skip back	Ctrl+B
Skip forward	Ctrl+F
Display the shortcut menu	Ctrl+D
Go to the next channel	Page Up
Go to the previous channel	Page Down



## Use shortcuts to view pictures

To do this	Use this key or keyboard shortcut
Go to pictures	Ctrl+I
Zoom in on a picture	Enter
Play a slide show	Ctrl+Shift+P
Stop a slide show	Ctrl+Shift+S
Pause or resume a slide show	Ctrl+P
Skip back to the previous picture	Up Arrow or Left Arrow
Skip forward to the next picture	Down Arrow or Right Arrow
Display the shortcut menu	Ctrl+D



## Use shortcuts to play videos

To do this	Use this keyboard shortcut
<b>Go to Videos</b>	Ctrl+E
<b>Play a video</b>	Ctrl+Shift+P
<b>Pause or resume a video</b>	Ctrl+P
<b>Stop a video</b>	Ctrl+Shift+S
<b>Rewind a video</b>	Ctrl+Shift+B
<b>Fast forward a video</b>	Ctrl+Shift+F
<b>Skip back</b>	Ctrl+B
<b>Skip forward</b>	Ctrl+F
<b>Change the screen aspect ratio (zoom)</b>	Ctrl+Shift+Z



## Use shortcuts to play DVDs

To do this	Use this key or keyboard shortcut
<b>Go to the DVD menu</b>	Ctrl+Shift+M
<b>Play a DVD</b>	Ctrl+Shift+P
<b>Pause or resume a DVD</b>	Ctrl+P
<b>Stop a DVD</b>	Ctrl+Shift+S
<b>Rewind a DVD</b>	Ctrl+Shift+B
<b>Fast forward a DVD</b>	Ctrl+Shift+F
<b>Go to the previous chapter</b>	Ctrl+B
<b>Go to the next chapter</b>	Ctrl+F
<b>Change the screen aspect ratio (zoom)</b>	Ctrl+Shift+Z
<b>Change the DVD audio selection</b>	Ctrl+Shift+A

### Note

- Some of the keyboard shortcuts listed here might not be available depending on your computer hardware or the type of media that you're playing. For example, you won't be able to show the Guide if you haven't set up a TV tuner.

## Summary

Microsoft Windows 7 introduced various new features and with them lots of new shortcuts to increase your productivity and to save your time. In this book I have covered every single new shortcut which I came across. These shortcuts will surely help you a lot; use this guide everytime you wish to work fast with Windows 7 Applications because it's hard to keep every shortcut in mind everytime.

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