

# **Introduction to Windows Windows 7**


## **Appendix F: Keyboard Shortcuts**

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**Keyboard shortcuts** can make it easier to interact with your computer because you don't need to use the mouse as often.

## **General keyboard shortcuts**

The following table contains general keyboard shortcuts.

| <b>Press this key</b>   | <b>To do this</b>   |
|---|---|
| F1  | Display Help  |
| CTRL+C  | Copy the selected item  |
| CTRL+X  | Cut the selected item   |
| CTRL+V  | Paste the selected item   |
| CTRL+Z  | Undo an action  |
| CTRL+Y  | Redo an action  |
| DELETE  | 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 <u>desktop</u> , 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 <u>window</u>   |
| 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 <u>taskbar</u> by using Windows Flip 3-D                                |
| CTRL+Windows logo key   | Use the arrow keys to cycle through programs on the taskbar by  |

| <b>Press this key</b>      | <b>To do this</b>   |
|----------------------------|---|
| Windows Key+TAB            | using Windows 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                         | 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                   |




















### **Dialog box keyboard shortcuts**

The following table contains keyboard shortcuts for use in dialog boxes.

| <b>Press this key</b> | <b>To do this</b>  |
|-----------------------|--|
| 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 |

## Microsoft keyboard shortcuts

The following table contains keyboard shortcuts for use with Microsoft keyboards.

| <b>Press this key</b>  | <b>To do this</b>  |
|--|--|
| 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 are on a <u>network</u> )   |
| 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  +TAB                 | Cycle through programs on the taskbar by using Windows Flip 3-D  |
| CTRL+Windows logo key  +TAB           | Use the arrow keys to cycle through programs on the taskbar by using Windows Flip 3-D  |
| Windows logo key  +SPACEBAR           | Bring all gadgets to the front and select Windows Sidebar  |
| Windows logo key  +G                  | Cycle through Sidebar gadgets  |
| Windows logo key  +U                  | Open Ease of Access Center   |
| Windows logo key  +X                  | Open Windows Mobility Center   |
| Windows logo key  with any number key | Open the Quick Launch shortcut that is in the position that corresponds to the number. For example, Windows logo key  +1 to launch the first shortcut in the Quick Launch menu. |

## **Windows Explorer keyboard shortcuts**

The following table contains keyboard shortcuts for working with Windows Explorer windows or folders.

| <b>Press this key</b>                     | <b>To do this</b>   |
|---|---|
| CTRL+N                                    | Open a new window   |
| END                                       | Display the bottom of the active window   |
| HOME                                      | Display the top of the active window  |
| F11                                       | Maximize or minimize the active window  |
| 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 is expanded), or select the parent folder   |
| ALT+LEFT ARROW                            | View the previous folder  |
| RIGHT ARROW                               | Display the current selection (if it is collapsed), or select the first subfolder |
| ALT+RIGHT ARROW                           | View the next folder  |
| CTRL+Mouse scroll wheel                   | Change the size and appearance of file and folder icons                           |
| ALT+D                                     | Select the Address bar  |