

4th Street Computer Lab

Keyboard Shortcuts (Windows 7)

Common Keyboard Shortcuts

The following table contains common keyboard shortcuts.

Press this key:	To Do This:
F1	Display Help
Ctrl + A	Select all items in a document or window
Ctrl + C (or Ctrl + Insert)	Copy the selected item
Ctrl + V (or Shift + Insert)	Paste the selected item
Ctrl + X	Cut the selected item
Ctrl + Z	Undo an action
Ctrl + Y	Redo an action
CTRL + P	Opens the Print window
F5 (or Ctrl + R)	Refresh the active window
Ctrl + Mouse scroll wheel	Change the size of icons on the desktop
 + L	Lock your computer or switch users
 + D	Display the desktop
Ctrl + Period (.)	Rotate a picture clockwise
Ctrl + Comma (,)	Rotate a picture counter-clockwise
Ctrl + F	Opens the search/find box
Ctrl + N	Create a new document or picture
Home	Go to the beginning of the line or web page
End	Go to the end of the line or web page

Formatting shortcuts (with the text selected)

CTRL + B	Bold
CTRL + I	Italics
CTRL + U	Underline

The following keyboard shortcuts work in most e-mail programs.

CTRL + F	Forward the e-mail and it's attachments (if applicable) to another e-mail address
CTRL + R	Reply (replies to only the sender of the e-mail)
Shift + R	Replay All (replies to everyone – even those that were blind copied [Bcc] on the e-mail)
CTRL + D	Delete the e-mail
CTRL + U	Mark as unread

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General keyboard shortcuts

The following table contains general keyboard shortcuts.

Press this key:	To do this:
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
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

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Press this key:	To do this:
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

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

Press this key:	To do this:
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

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Press this key:	To do this:
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

Windows logo key keyboard shortcuts

The following table contains keyboard shortcuts that use the Windows logo key 

Press this key:	To do this:
	Open or close the Start menu
 + Pause	Display the System Properties dialog box
 + D	Display the desktop
 + M	Minimize all windows
 + Shift + M	Restore minimized windows to the desktop
 + E	Open Computer
 + F	Search for computers (if you're on a network)
 + L	Lock your computer or switch users
 + R	Open the Run dialog box
 + T	Cycle through programs on the taskbar
 + 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 +  + number	Start a new instance of the program pinned to the taskbar in the position indicated by the number.
Ctrl +  + number	Switch to the last active window of the program pinned to the taskbar in the position indicated by the number.
Alt +  + number	Open the Jump List for the program pinned to the taskbar in the position indicated by the number.
Ctrl +  + B	Switch to the program that displayed a message in the notification area.
 + Spacebar	Preview the desktop
 + Up Arrow	Maximize the window
 + Left Arrow	Maximize the window to the left side of the screen
 + Right Arrow	Maximize the window to the right side of the screen
 + Down Arrow	Minimize the window

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Press this key:	To do this:
⊞ + Home	Minimize all but the active window
⊞ + Shift + Up Arrow	Stretch the window to the top and bottom of the screen
⊞ + Shift + Left Arrow or Right Arrow	Move a window from one monitor to another
⊞ + P	Choose a presentation display mode
⊞ + G	Cycle through gadgets
⊞ + U	Open Ease of Access Center
⊞ + X	Open Windows Mobility Center

Windows Explorer keyboard shortcuts

The following table contains keyboard shortcuts for use in Windows Explorer.

Press this key:	To do this:
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

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Press this key:	To do this:
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

The following table contains keyboard shortcuts for working with items on the desktop taskbar.

Press this key:	To do this:
Shift + click a taskbar button	Open a program or quickly open another instance of a program
Ctrl + Shift + click a taskbar button	Open a program as an administrator
Shift + right-click a taskbar button	Show the window menu for the program
Shift + right-click a grouped taskbar button	Show the window menu for the group
Ctrl + click a grouped taskbar button	Cycle through the windows of the group

Microsoft Paint keyboard shortcuts

The following table contains keyboard shortcuts for working with Paint.

Press this key:	To do this:
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

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Press this key:	To do this:
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 + 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

WordPad keyboard shortcuts

The following table contains keyboard shortcuts for working with WordPad and many Microsoft applications.

Press this key:	To do this:
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

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Press this key:	To do this:
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

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Ease of Access keyboard shortcuts

The following table contains keyboard shortcuts that can help make your PC easier to use.

Press this key:	To do this:
Right Shift for eight seconds	Turn Filter Keys on and off
Left Alt + left Shift + Print Screen	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

Magnifier keyboard shortcuts

The following table contains keyboard shortcuts for working with Magnifier.

Press this key:	To do this:
 + plus (+) or minus (-)	Zoom in or out
Ctrl + Alt + Spacebar	Preview the desktop in full-screen mode
Ctrl + Alt + D	Switch to docked mode
Ctrl + Alt + F	Switch to full-screen mode
Ctrl + Alt + I	Invert colors
Ctrl + Alt + L	Switch to lens mode
Ctrl + Alt + R	Resize the lens
Ctrl + Alt + arrow keys	Pan in the direction of the arrow keys
 + Esc	Exit Magnifier