

General Keyboard Shortcuts – Windows 7

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 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

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Press this key	To do this
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

A full listing of all keyboard shortcuts for Windows 7 may be found at:

<http://windows.microsoft.com/en-us/windows/keyboard-shortcuts#keyboard-shortcuts=windows-7>

For keyboard shortcuts for ALL MICROSOFT PRODUCTS go to:

<http://www.microsoft.com/enable/products/keyboard.aspx>