



August 21, 2014

Windows 7 - Keyboard Shortcuts

OVERVIEW

A reference guide of commonly used keyboard shortcuts for Windows 7.

Windows Button

| | | |
|--|---------|--|
| | | Opens/closes the Windows Start menu |
| | + D | Show desktop (minimize all open windows) |
| | + E | Open Windows explorer |
| | + F | Open Windows search |
| | + L | Locks computer |
| | + P | Projector/display options |
| | + | Maximize a window |
| | + | Restore window to previous size |
| | + | Snap window right |
| | + | Snap window left |
| | + + + | Move window to right monitor |
| | + + + | Move window to left monitor |

Ctrl Key

| | | |
|--|------------------------|-----------------------|
| | + A | Select all |
| | + Scroll mouse UP/DOWN | Zoom in/Out |
| | + X | Cut |
| | + C | Copy |
| | + P | Paste |
| | + Z | Undo |
| | + B | Bold font |
| | + I | <i>Italic</i> font |
| | + U | <u>Underline</u> font |
| | + K | Insert hyperlink |
| | + F | Find |
| | + G | Go to |
| | + H | Find and replace |
| | + N | New document |
| | + O | Open file |
| | + P | Print |
| | + S | Save |
| | + + N | Create new folder |

F Keys

| | |
|-----|---------------------------------|
| F1 | Display Help and Support window |
| F2 | Rename selected folder |
| F3 | Open file and folder search |
| F5 | Refresh active window |
| F7 | Open Spelling/Grammar check |
| F11 | Enters/Exits full screen mode |

Alt Key

| | | |
|--|------|---------------------------|
| | + | Display open windows |
| | + F4 | Exit/close current window |