

CCAR Technology *Tips and Tidbit of the Week*



“Windows 7 Article #1: Keyboard Shortcuts”

by Richard Tausch

So now you have that new shinning computer you just bought and perhaps you want to learn more about how Windows 7 is different or what is new. Here is the first of several upcoming Tips and Tidbits on Windows 7.

The following list of a few Windows 7 keyboard shortcuts should be of good use. But wait...there's more! In this late-night infomercial you will also get 100% free, a list of shortcuts for XP (below).

Windows 7 Shortcuts (Just a few):

- **Windows Key + Tab** = Aero [press Tab to cycle between Windows]
- **Windows Key + E** = Windows Explorer is launched.
- **Windows Key + R** = **R**un Command is launched.
- **Windows Key + F** = Search (which is there in previous Windows versions too)
- **Windows Key + X** = Mobility Center
- **Windows Key + L** = Lock Computer (It is there from the earlier versions as well)
- **Windows Key + U** = Ease of Access
- **Windows Key + P** = Projector
- **Windows Key + T** = Cycle Super Taskbar Items
- **Windows Key + S** = OneNote Screen Clipping Tool [requires OneNote]
- **Windows Key + M** = Minimize All Windows
- **Windows Key + D** = Show/Hide Desktop
- **Windows Key + Up** = Maximize Current Window

- **Windows Key + Down** = Restore Down / Minimize Current Windows
- **Windows Key + Left** = Tile Current Window to the Left
- **Windows Key + Right** = Tile Current Windows to the Right
[Continue pressing the Left and Right keys to rotate the window as well]
- **Windows Key + #** = Quicklaunch
- **Windows Key + =** = Magnifier

XP Keyboard Shortcuts:

- CTRL+C (Copy)
- CTRL+X (Cut)
- CTRL+V (Paste)
- CTRL+Z (Undo)
- DELETE (Delete)
- SHIFT+DELETE (Delete the selected item permanently without placing the item in the Recycle Bin)
- CTRL while dragging an item (Copy the selected item)
- CTRL+SHIFT while dragging an item (Create a shortcut to the selected item)
- F2 key (Rename the selected item)
- CTRL+RIGHT ARROW (Move the insertion point to the beginning of the next word)
- CTRL+LEFT ARROW (Move the insertion point to the beginning of the previous word)
- CTRL+DOWN ARROW (Move the insertion point to the beginning of the next paragraph)
- CTRL+UP ARROW (Move the insertion point to the beginning of the previous paragraph)
- CTRL+SHIFT with any of the arrow keys (Highlight a block of text)
- SHIFT with any of the arrow keys (Select more than one item in a window or on the desktop, or select text in a document)
- CTRL+A (Select all)
- F3 key (Search for a file or a folder)
- ALT+ENTER (View the properties for the selected item)
- ALT+F4 (Close the active item, or quit the active program)
- ALT+ENTER (Display the properties of the selected object)
- ALT+SPACEBAR (Open the shortcut menu for the active window)

- CTRL+F4 (Close the active document in programs that enable you to have multiple documents open simultaneously)
- ALT+TAB (Switch between the open items)
- ALT+ESC (Cycle through items in the order that they had been opened)
- F6 key (Cycle through the screen elements in a window or on the desktop)
- F4 key (Display the Address bar list in My Computer or Windows Explorer)
- SHIFT+F10 (Display the shortcut menu for the selected item)
- ALT+SPACEBAR (Display the System menu for the active window)
- CTRL+ESC (Display the Start menu)
- ALT+Underlined letter in a menu name (Display the corresponding menu)
- Underlined letter in a command name on an open menu (Perform the corresponding command)
- F10 key (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 key (Update the active window)
- BACKSPACE (View the folder one level up in My Computer or Windows Explorer)
- ESC (Cancel the current task)
- SHIFT when you insert a CD-ROM into the CD-ROM drive (Prevent the CD-ROM from automatically playing)
- CTRL+SHIFT+ESC (Open Task Manager)

And here's to happy keying!

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