

Windows 7/Vista Keyboard Shortcuts

General

These shortcuts can make your computer easier to use

ALT+double-click

Display properties for the selected item

ALT+ENTER

Display properties for the selected item

ALT+ESC

Cycle through items in the order in which they were opened

ALT+F4

Close the active item, or exit the active program

ALT+PRINT SCREEN

Copies an image of the selected window to the clipboard

ALT+SPACEBAR

Open the shortcut menu for the active window

ALT+TAB

Switch between open items

ALT+underlined letter

Perform the menu command (or other underlined command)

ALT+Up Arrow

View the folder one level up in Windows Explorer

CTRL+A

Select all items in a document or window

CTRL+ALT+DEL

Displays options for: Lock This Computer, Switch User, LogOff, Change a Password and Start Task Manager

CTRL+ALT+TAB

Use the arrow keys to switch between open items

CTRL+C

Copy the selected item

CTRL+Down Arrow

Move the cursor to the beginning of the next paragraph

CTRL+ESC

Open the Start menu

CTRL+F4

Close the active document (in programs that allow you to have multiple documents open simultaneously)

CTRL+Left Arrow

Move the cursor to the beginning of the previous word

CTRL+Right Arrow

Move the cursor to the beginning of the next word

CTRL+SHIFT with an arrow key

Select a block of text

CTRL+SHIFT+ESC

Open Task Manager

CTRL+Up Arrow

Move the cursor to the beginning of the previous paragraph

CTRL+V


Windows 7/Vista Keyboard Shortcuts

	Paste the selected item
CTRL+X	Cut the selected item
CTRL+Y	Redo an action
CTRL+Z	Undo an action
DELETE	Delete the selected item and move it to the Recycle Bin
ESC	Cancel the current task
F1	Display Help
F10	Activate the menu bar in the active program
F2	Rename the selected item
F3	Search for a file or folder
F4	Display the Address bar list in Windows Explorer
F5	Refresh the active window
F6	Cycle through screen elements in a window or on the desktop
Left ALT+Left SHIFT+NUM LOCK	Turn Mouse Keys on or off
Left ALT+Left SHIFT+PRINT SCREEN (or PRTSCRN)	Turn High Contrast on or off
Left Arrow	Open the next menu to the left, or close a submenu
NUM LOCK for five seconds	Turn Toggle Keys on or off
PRINT SCREEN	Copies an image of the entire screen to the clipboard
Right Arrow	Open the next menu to the right, or open a submenu
Right SHIFT for eight seconds	Turn Filter Keys on and off
SHIFT five times	Turn Sticky Keys on or off
SHIFT when inserting a CD	Prevent the CD from automatically playing
SHIFT with any arrow key	Select more than one item in a window or on the desktop, or select text within a document
SHIFT+DELETE	Delete the selected item without moving it to the Recycle Bin first
SHIFT+F10	Display the shortcut menu for the selected item

SHIFT+right-click

Shows alternative commands for the selected object

Microsoft Keyboard Only

The following shortcuts require the  key, originally found only on Microsoft brand keyboards, but now almost universal on any PC keyboard.



Open or close the Start menu

 + CTRL +F

Search for computers (if you are on a network)

 + CTRL +TAB

Use the arrow keys to cycle through programs on the taskbar by using Windows Flip 3-D

 +BREAK

Display the System Properties dialog box

 +D

Display the desktop

 +E

Open Computer

 +F

Search for a file or folder

 +G

Cycle through Sidebar gadgets

 +L

Lock your computer (if you are connected to a network domain), or switch users (if you're not connected to a network domain)

 +M

Minimize all windows

 +R

Open the Run dialog box

 +SHIFT+M


Restore minimized windows to the desktop

 +SPACEBAR

Bring all gadgets to the front and select Windows Sidebar

 +T

Cycle through programs on the taskbar

 +TAB

Cycle through programs on the taskbar by using Windows Flip 3-D

 +U

Open Ease of Access Center

 +X

Open Windows Mobility Center

Dialog Boxes

The following shortcuts will work in dialog boxes.

ALT+underlined letter

Perform the command (or select the option) that goes with that letter

Arrow keys

Select a button if the active option is a group of option buttons

BACKSPACE

Windows 7/Vista Keyboard Shortcuts

	Open a folder one level up if a folder is selected in the Save As or Open dialog box
CTRL+SHIFT+TAB	Move back through tabs
CTRL+TAB	Move forward through tabs
ENTER	Replaces clicking the mouse for many selected commands
F1	Display Help
F4	Display the items in the active list
SHIFT+TAB	Move back through options
SPACEBAR	Select or clear the check box if the active option is a check box
TAB	Move forward through options

Windows Explorer


The following shortcuts will work in dialog boxes.

ALT+D	Select the Address bar
ALT+Left Arrow	View the previous folder
ALT+Right Arrow	View the next folder
END	Display the bottom of the active window
HOME	Display the top of the active window
Left Arrow	Collapse the current selection (if it is expanded), or select the parent folder
NUM LOCK+ASTERISK (*) on numeric keypad	Display all subfolders under the selected folder
NUM LOCK+MINUS SIGN (-) on numeric keypad	Collapse the selected folder
NUM LOCK+PLUS SIGN (+) on numeric keypad	Display the contents of the selected folder
Right Arrow	Display the current selection (if it is collapsed), or select the first subfolder

Windows Vista Media Center

• Windows Vista Media Center – Keyboard

The following shortcuts are used to navigate the keyboard.

 +ALT+ENTER	Open Windows Media Center or return to the Windows Media Center start screen
ALT+ENTER	Go in and go out of windowed mode

Windows 7/Vista Keyboard Shortcuts

ALT+F4

Close Windows Media Center

Arrow Keys

Move left, right, up, or down

BACKSPACE

Go back to the previous screen

END

Go to the last item in a list

ENTER

Accept the selection

HOME

Go to the first item in a list

PAGE DOWN

Go to the next page

PAGE UP

Go to the previous page

Windows Vista Media Center – Audio

The following shortcuts are used to control audio.

CTRL+B

Replay an audio file or song

CTRL+D

Display the context menu

CTRL+F

Skip to the next song

CTRL+M

Go to Music

CTRL+P

Pause or resume an audio file or song

CTRL+R

Rip a CD

CTRL+SHIFT+C

Turn on or turn off closed captioning

CTRL+SHIFT+F

Fast forward a song

CTRL+SHIFT+P

Play an audio file or song

F10

Turn up volume

F8

Mute volume

F9

Turn down volume

Windows Vista Media Center – TV

The following shortcuts are used to control the TV.

Windows 7/Vista Keyboard Shortcuts

CTRL+B
Skip back

CTRL+D
Display the context menu

CTRL+F
Skip forward

CTRL+G
Go to the Guide

CTRL+O
Go to Recorded TV

CTRL+P
Pause or resume live TV or recorded TV

CTRL+R
Record a TV show

CTRL+SHIFT+B
Rewind live TV or recorded TV

CTRL+SHIFT+F
Fast forward live TV or recorded TV

CTRL+SHIFT+P
Resume playing a TV show

CTRL+SHIFT+S
Stop recording or stop playing a TV show

CTRL+T
Go to live TV

PAGE DOWN
Go to the previous channel

PAGE UP
Go to the next channel

Windows Vista Media Center – Radio

The following shortcuts are used to play the Radio.

CTRL+A
Go to Radio

CTRL+B
Skip back

CTRL+D
Display the context menu

CTRL+F
Skip forward

CTRL+P
Pause or resume live radio

CTRL+SHIFT+P
Resume playing radio

CTRL+SHIFT+S
Stop live radio

Windows Vista Media Center – Pictures

The following shortcuts are used to view pictures.

- CTRL+D
Display the context menu
- CTRL+I
Go to Pictures
- CTRL+P
Pause a slide show
- CTRL+SHIFT+P
Play a slide show
- CTRL+SHIFT+P
Play
- CTRL+SHIFT+S
Stop a slide show
- Down Arrow or Right Arrow
Skip forward to the next picture
- ENTER
Zoom a picture in Picture Details
- Up Arrow or Left Arrow
Skip back to the previous picture

Windows Vista Media Center – Videos

The following shortcuts are used to play videos.

- CTRL+B
Skip back
- CTRL+E
Go to Videos
- CTRL+F
Skip forward
- CTRL+P
Pause
- CTRL+SHIFT+B
Rewind
- CTRL+SHIFT+F
Fast Forward
- CTRL+SHIFT+S
Stop

Windows Vista Media Center – DVDs

The following shortcuts are used to play DVDs.

- Arrow Keys
Change the DVD angle
- CTRL+B

Windows 7/Vista Keyboard Shortcuts

Go to the previous chapter
CTRL+F
Go to the next chapter
CTRL+P
Pause
CTRL+SHIFT+A
Change the DVD audio selection
CTRL+SHIFT+B
Rewind
CTRL+SHIFT+F
Fast forward
CTRL+SHIFT+M
Go to the DVD menu
CTRL+SHIFT+P
Play
CTRL+SHIFT+S
Stop
CTRL+U
Change the DVD subtitles selection

Internet Explorer 7

Internet Explorer 7 – General

The following shortcuts are used to view and explore web pages in Internet Explorer 7.

ALT+ENTER
Open your search query in a new tab
ALT+H
Open the Help menu
ALT+HOME
Go to your home page
ALT+J
Open the RSS menu
ALT+L
Open the Help menu
ALT+Left Arrow
Go to the previous page
ALT+M
Open the Home menu
ALT+N
Move focus to the Information bar
ALT+O
Open the Tools menu
ALT+P
Open the Page menu
ALT+R
Open the Print menu
ALT+Right Arrow

Windows 7/Vista Keyboard Shortcuts

- Go to the next page
- ALT+T
 - Open the Tools menu
- BACKSPACE
 - Go to the previous page
- CTRL+0
 - Zoom to 100%
- CTRL+A
 - Select all items on the current webpage
- CTRL+C
 - Copy the selected items to the Clipboard
- CTRL+Down Arrow
 - Open the search provider menu
- CTRL+E
 - Go to the search box
- CTRL+F
 - Find on this page
- CTRL+F5
 - Refresh the current webpage, even if the time stamp for the web version and your locally stored version are the same
- CTRL+H
 - Open History
- CTRL+I
 - Open Favorites
- CTRL+J
 - Open Feeds
- CTRL+Minus
 - Decrease zoom (- 10%)
- CTRL+N
 - Open a new window
- CTRL+O
 - Open a new website or page
- CTRL+P
 - Print the current page or active frame
- CTRL+Plus
 - Increase zoom (+ 10%)
- CTRL+S
 - Save the current page
- CTRL+SHIFT+TAB
 - Move backward between frames (only works if tabbed browsing is disabled)
- CTRL+TAB
 - Move forward through frames and browser elements (only works if tabbed browsing is disabled)
- CTRL+V
 - Insert the contents of the Clipboard at the selected location
- CTRL+W
 - Close the current window (if you only have one tab open)
- CTRL+X
 - Remove the selected items and copy them to the Clipboard
- Down Arrow

Windows 7/Vista Keyboard Shortcuts

	Scroll toward the end of a document
END	Move to the end of a document
ENTER	Activate a selected link
ESC	Stop downloading a page
F1	Display Help
F11	Toggle between full-screen and regular views of the browser window
F5	Refresh the current webpage
F6	Move forward through frames and browser elements (only works if tabbed browsing is disabled)
HOME	Move to the beginning of a document
PAGE DOWN	Scroll toward the end of a document in larger increments
PAGE UP	Scroll toward the beginning of a document in larger increments
SHIFT+F10	Display a shortcut menu for a link
SHIFT+TAB	Move back through the items on a webpage, the Address bar, or the Links bar
SPACE	Click the Information bar
TAB	Move forward through the items on a webpage, the Address bar, or the Links bar
Up Arrow	Scroll toward the beginning of a document

Internet Explorer 7 – Tabs

The following shortcuts are used to work with tabs in Internet Explorer 7.

ALT+ENTER	Open a new tab in the foreground from the Address bar
CTRL+9	Switch to the last tab
CTRL+ALT+F4	Close other tabs
CTRL+click	Open links in a new tab in the background
CTRL+Q	Toggle Quick Tabs (thumbnail view) on or off
CTRL+SHIFT+click	Open links in a new tab in the foreground
CTRL+SHIFT+TAB	

Windows 7/Vista Keyboard Shortcuts

- Switch between tabs
- CTRL+T
- Open a new tab in the foreground
- CTRL+TAB
- Switch between tabs
- CTRL+W
- Close current tab (or the current window if tabbed browsing is disabled)
- CTRL+[n]
- Switch to a specific tab number, where [n] is the number of the tab (from 1 to 🤪)

Internet Explorer 7 – Print Preview

The following shortcuts are used to work with print preview in Internet Explorer 7.

- ALT+A
- Type the number of the page you want displayed
- ALT+C
- Close Print Preview
- ALT+END
- Display the last page to be printed
- ALT+F
- Specify how you want frames to print (this option is available only if you are printing a webpage that uses frames)
- ALT+HOME
- Display the first page to be printed
- ALT+Left Arrow
- Display the previous page to be printed
- ALT+P
- Set printing options and print the page
- ALT+Right Arrow
- Display the next page to be printed
- ALT+U
- Change paper, headers and footers, orientation, and margins for this page

Internet Explorer 7 – Address Bar

The following shortcuts are used to work with the address bar in Internet Explorer 7.

- ALT+D
- Select the text in the Address bar
- CTRL+ENTER
- Add "www." to the beginning and ".com" to the end of the text typed in the Address bar
- CTRL+Left Arrow
- When in the Address bar, move the cursor left to the next logical break in the address (period or slash)
- CTRL+Right Arrow
- When in the Address bar, move the cursor right to the next logical break in the address (period or slash)
- Down Arrow
- Move back through the list of AutoComplete matches
- F4

Windows 7/Vista Keyboard Shortcuts

- Display a list of addresses you've typed
- Up Arrow
 - Move forward through the list of AutoComplete matches

Internet Explorer 7 – Feeds/History/Favorites

The following shortcuts are used to work with feeds, history, and favorites in Internet Explorer 7.

- ALT+A
 - Open the Favorites menu from the menu bar
- ALT+C
 - Open Favorites Center and display your favorites
- ALT+Down Arrow
 - Move selected item down in the Favorites list in the Organize Favorites dialog box
- ALT+I
 - Display all feeds (when in feed view)
- ALT+M
 - Mark a feed as read (when in feed view)
- ALT+S
 - Put cursor in Search box in feed view
- ALT+Up Arrow
 - Move selected item up in the Favorites list in the Organize Favorites dialog box
- ALT+Z
 - Open Add to Favorites menu (or open Subscribe to feed when in feed preview)
- CTRL+B
 - Open the Organize Favorites dialog box
- CTRL+D
 - Add the current page to your favorites (or subscribe to the feed when in feed preview)
- CTRL+H
 - Open Favorites Center and display your history
- CTRL+J
 - Open Favorites Center and display your feeds
- CTRL+SHIFT+J
 - Open and dock the Favorites Center and display your feeds

Command Line

The following shortcuts are used to work within the Command Line window.

- ALT+F7
 - Clear all entries in command buffer
- Ctrl+Left Arrow
 - Move back one word
- Ctrl+Right Arrow
 - Move forward one word
- Down Arrow
 - Display next command entered
- End
 - Move to the end of line
- ESC

Windows 7/Vista Keyboard Shortcuts

- Erase current line
- F1 Repeat first character typed in preceding line (hit again for next)
- F2 Repeat first character typed in preceding line up to a character you are prompted to enter
- F3 Repeat text typed in preceding line
- F7 Show all entries in command buffer
- F9 Allows you to directly type in the number of the command you wish to activate from the command buffer.
- Home Move to beginning of line
- PAGE DOWN Display newest command entered
- PAGE UP Display oldest command entered
- Up Arrow Display previous command entered