

Area	Shortuct	Functionality
Dialog Box	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	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
	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
Ease of Access	Left ALT+left SHIFT+NUM LOCK	Turn Mouse Keys on or off
	Left ALT+left SHIFT+PRINT SCREEN	Turn High Contrast on or off
	NUM LOCK for five seconds	Open the Ease of Access Center
	Right SHIFT for eight seconds	Turn Filter Keys on and off
	SHIFT five times	Turn Sticky Keys on or off
	Win + U	Cycle through all open windows
Logging Out	Win + Right Arrow + Enter	Shutdown
	Win + Right Arrow + Right Arrow + R	Restart
	Win + Right Arrow + Right Arrow + S	Sleep
	Win + Right Arrow + Right Arrow + W	Switch users
	Ctrl + Down Arrow	Move the cursor to the beginning of the next paragraph
	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 + Esc	Open Task Manager directly
	Ctrl + Shift + N	Create new folder
	Ctrl + Shift with an arrow key	Select a block of text
	Ctrl + Up Arrow	Move the cursor to the beginning of the previous paragraph
	Ctrl + Win + Tab	Persistent flip 3D
	Ctrl with any arrow key + Spacebar	Select multiple individual items in a window or on the desktop
	Shift + Click a pinned taskbar icon	Run a new instance of the program
	Shift + Right-click on grouped icon	Show window menu (Restore All, Minimize All, Move All etc)
	Shift + Right-click on icon	Show window menu (Restore, Minimize, Move etc)
	Win + [+/-]	Enables the magnifier and zooms in/out
	Win + [number]	Activate and run the program pinned on Windows 7 Taskbar, running program won't be affected
	Win + =	Magnifier
	Win + B	Move focus to notification tray (the right-most portion of the taskbar)

General	Win + Ctrl + F	Opens the Active Directory Find Computers dialog
	Win + D	Show/Hide desktop
	Win + Down Arrow	Restore down or minimize current windows
	Win + E	Windows Explorer is launched
	Win + F	Search
	Win + G	Bring all gadgets on top and foreground
	Win + Home	Minimize all but the current window
	Win + L	Lock Computer
	Win + Left Arrow	Dock the current window to the left half of the screen
	Win + M	Minimize all windows
	Win + P	Open the projection menu (generally used for laptops connected to projectors)
	Win + Pause/Break	Open System Properties
	Win + Right Arrow	Dock the current window to the right half of the screen
	Win + S	OneNote Screen Clipping Tool
	Win + Shift + Down Arrow	Restore vertical size
	Win + Shift + Left Arrow	Jump to left monitor
	Win + Shift + M	Undo all window minimization
	Win + Shift + Right Arrow	Jump to right monitor
	Win + Shift + T	Cycles backwards
	Win + Shift + Up Arrow	Maximize vertical size
	Win + Space	Makes all windows transparent so you can see through to the desktop
	Win + T	Show preview thumbnail of running applications in Windows Taskbar one by one without mouse over
	Win + Tab	Flip Aero 3D [press Tab to cycle between Windows]
	Win + UP Arrow	Maximize the current window
	Win + X	Mobility Center
Windows Explorer	Alt + D	Move focus to address bar
	Alt + Enter	Open the Properties window of the current selection
	Alt + Esc	Cycle through all open windows
	Alt + F4	Close the active window
	Alt + Left Arrow	Go back
	Alt + P	Show/hide the preview panel
	Alt + Right Arrow	Go forward
	Alt + Spacebar	Open the shortcut menu for the active window
	Alt + Tab	Switch to previous active window
	Alt + Up Arrow	Go up a directory
	Ctrl + N	Open a new window