Keyboard Shortcuts

to be used as an internal resource only

List of Windows 7 Keyboard Shortcuts

Winkey is the key with the Windows Logo, it usually nestles between the Ctrl and Alt keys. On some modern keyboards this key also has the word 'Start'. The plus (+) symbol is a convention meaning, hold down both keys at the same time.

Winkey + t Cycles through programs on the taskbar. This is the most useful of the new Windows keyboard shortcuts - I like it.

Shift + Winkey + number Starts a new instance of the program pinned to the taskbar in the position indicated by the number. [For example Shift + Winkey + 1]
Note 1: This does NOT WORK for the number pad, only the numbers on the top row of the keyboard.
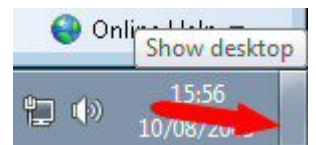**Note 2:** This also works with plain: Winkey + Number (no need for the shift key).

Alt + Winkey + number Opens the Jump List for the program pinned to the taskbar in the position indicated by the number.

Ctrl + Winkey + number Switches to the last active window of the program pinned to the taskbar in the position indicated by the number.

Winkey + Tab Activates the feature called Flip 3-D, where you get a preview of open programs. However, you must have Aero Graphics, consequently this does not work with certain settings of Remote Desktop.

Winkey + d Displays the desktop. In passing, note a new Windows 7 icon, or bar next to the clock, this displays the desktop with a click of the mouse.

Winkey + Spacebar Has the same effect as + d, it displays the desktop.

Winkey + e Launches the Windows Explorer (One of the oldest shortcuts)

Winkey + f Brings up the Search box / Search results.

Winkey + g Highlights the Gadgets, assuming that you have added one or more gadgets on the desktop.

Winkey + l (Lower case L) locks the desktop.

Winkey + p This is for trainers and presenters, it brings up the second monitor. Think 'p' for projector.

Winkey + r A common shortcut used by old-timers, it brings up the Run dialog box.

Winkey + m Minimises all windows.

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Winkey + s Only works if you have installed OneNote.

Winkey + t Cycles through programs on the taskbar.

Winkey + u Activates the Ease of Use Center.

Winkey + x Cycles though the Mobility Center.

Winkey + Left Arrow(<--) Aero snap to the left. This is one of the best pure Windows 7 Keyboard shortcuts.

Winkey + Right Arrow(-->) Aero snap to the right.

Winkey + Up Arrow maximises the screen. Down arrow reverses, or minimises.

Winkey + + Windows key and the plus sign zooms in. Naturally, Windows key and the minus zooms out. In effect, this operates the Windows Magnifier. I mention this in case you turn it on by accident.