

## Keyboard System shortcuts for Windows 7

Description	Keys
3D view open permanent	<b>Windows key + Ctrl + Tab</b>
All windows except the current Minimize	<b>Windows key + Home</b>
Change to the settings of the notebook Mobility Center	<b>Windows key + X</b>
Change windows in 3d mode	<b>Windows key + Tab</b>
Close the active window	<b>Alt+F4</b>
Collapse all at once	<b>Windows key + D or Windows + M</b>
Current window in the right / left half of the power unit monitor:	<b>Windows key + → or + ←</b>
Cycle between windows in a group	<b>Ctrl+Click</b>
Cycle through all open windows	<b>Alt+Esc</b>
Dock the current window to the left half of the screen: *If it is already docked left, it is moved to the right half of the screen / *If it is already docked right, it is restored to its original size	<b>Win+←</b>
Dock the current window to the right half of the screen: *If it is already docked right, it is moved to the left half of the screen / *If it is already docked left, it is restored to its original size	<b>Win+→</b>
Gadgets (mini applications) directly display and view	<b>Windows key + G</b>
Go back	<b>Alt+←</b>
Go forward	<b>Alt+→</b>
Go up a directory	<b>Alt+↑</b>
Immediately to the notification area	<b>Windows Key + B</b>
In Windows Explorer, select the Preview Pane / Disable:	<b>Alt + P</b>
Jump to the taskbar	<b>Windows key + T</b>
Lock Screen	<b>Windows Key + L</b>
Locks computer	<b>Win+L</b>
Looking directly to the desktop	<b>Windows key + Spacebar</b>
Magnifier off	<b>Windows key + Minus</b>
Magnifier Switch	<b>Window key + Plus</b>
Maximize the current window	<b>Windows key + up arrow</b>
Minimize all open windows	<b>Win+M</b>
Minimize the current window	<b>Windows key + down arrow</b>
Move current window to the left monitor (with dual monitors)	<b>Win+Shift+←</b>
Move current window to the right monitor (with dual monitors)	<b>Win+Shift+→</b>
Move focus to address bar	<b>Alt+D</b>
Move focus to search bar	<b>Alt+D, Tab</b>
Move window to another screen	<b>Windows key + Shift + arrow key</b>
Open a new instance of the program	<b>Shift+Click</b>
Open a search window	<b>Windows key + F</b>
Open the first program on your Quick Launch bar	<b>Win+1</b>
Open the projection menu (generally used for laptops connected to projectors)	<b>Win+P</b>
Open the Properties window of the current selection	<b>Alt+Enter</b>
Open the second program on your Quick Launch bar	<b>Win+2</b>
Open the System Properties portion from the Control Panel	<b>Win+Pause</b>
Open Windows Task Manager	<b>Ctrl+Shift+Esc</b>
Options for second monitor / Beamer's	<b>Windows key + P</b>
Restart	<b>Win, →, →, R</b>
Show window menu	<b>Shift+Right-Click</b>
Shutdown	<b>Win, →, Enter</b>
Sleep	<b>Win, →, →, S</b>
Switch to previous active window	<b>Alt+Tab</b>
Switch Users	<b>Win, →, →, W</b>
Taskbar shortcut to start:	<b>Windows key +1</b>
The "Run" Dialog View	<b>Windows key + R</b>
The Center for the facilitated Operation Display	<b>Windows key + U</b>
Toggle showing the desktop	<b>Win+D</b>
Undo all window minimization	<b>Win+Shift+M</b>
Use the Mouse with the keypad	<b>Left Alt + Shift + NumLock</b>
Windows Explorer window considered "computer" open	<b>Windows key + E</b>

SHORTCUTS WITH MOUSE ACTION	Keys
A file with a specific program to open in the taskbar	<b>Shift + Drag &amp; Drop</b>
A program as an administrator Start	<b>Ctrl-Shift-click the program icon</b>
Additional options of a clustered task bar icon Show	<b>Ctrl + right click on the symbol group</b>
Change the view type (extra large, small, list view, detail, etc.)	<b>Ctrl+Mousewheel</b>
Command prompt in folder opens	<b>Shift + right click on the folder, then open command prompt here</b>
Folder path to clipboard Copy	<b>Shift + right click on folder, then Copy as Path</b>
Open a new instance of the program	<b>Middle Click</b>
Taskbar window displayed directly (without preview):	<b>Ctrl + click on the desired task</b>