

WINDOWS SHORTCUT KEYS & KEY COMBINATIONS

SHORTCUT KEY COMBO	FUNCTION
SHIFT (during boot)	Enter <u>Safe Mode</u>
F8 (during boot)	Display <u>Windows Start & Diagnostic</u> menu
ALT + TAB	Forward scroll through open applications
ALT + SHIFT + TAB	Reverse scroll through open applications
WINDOWS + TAB	Forward live view scroll through open applications (Vista & higher)
WINDOWS + SHIFT + TAB	Reverse live view scroll through open applications (Vista & higher)
WINDOWS (or CTRL + ESC)	Display the <u>Start Menu</u>
CTRL + + (on numeric Keypad)	Resize column to length of longest line
SHIFT + * (on numeric Keypad)	List all subfolders of currently open folder in <u>Windows Explorer</u>
F1	Display help for the current application
F2	Rename highlighted object
F4	Position cursor at the <u>Address Bar</u> in <u>Windows Explorer</u>
F5	Refresh contents in <u>Internet Explorer</u>
ALT + F4	Close current application
CTRL + F4	Close open window in current application
CTRL + N	Open new window in current application
CTRL + Z	Undo last edit in current document or field
CONTEXT (or SHIFT + F10)	Display the context menu
SHIFT + DEL	Permanently delete item, no Recycle Bin
F10	Display <u>Menu Bar</u> options
SHIFT + F10	Display the <u>Context Menu</u>
SHIFT (while inserting CD/DVD)	Prevents auto-play of CD/DVD
CTRL + A	Select all
SHIFT (hold while selecting items)	Select multiple items inclusively
CTRL (hold while selecting items)	Select multiple items individually
ALT + PRINT SCREEN	Copy screen shot of current application to the clipboard
CTRL + C	Copy highlighted item to the clipboard
CTRL + X	Cut to the clipboard
CTRL + V	Paste from the clipboard

SHORTCUT KEY COMBO	FUNCTION
WINDOWS + D	Toggle display of the desktop
WINDOWS + E	Start <u>Windows Explorer</u>
WINDOWS + F (F3 for find next)	Display <u>Windows Search</u>
WINDOWS + CTRL + F	Display <u>Search for Computers</u>
WINDOWS + F1	Display the <u>Windows Help</u>
WINDOWS + L	Lock the computer
WINDOWS + R	Display <u>Run</u> to execute a command
WINDOWS + PAUSE	Display <u>Windows System Properties</u>
<i>WINDOWS + +</i>	Zoom in
<i>WINDOWS + -</i>	Zoom out
<i>WINDOWS + # (1-9)</i>	Start (or switch to) application pinned to <u>Taskbar</u> at position #
<i>SHIFT + WINDOWS + # (1-9)</i>	Start new instance of application pinned to <u>Taskbar</u> at position #
<i>CTRL + WINDOWS + # (1-9)</i>	Rotate through windows in application pinned to <u>Taskbar</u> at position #
<i>ALT + WINDOWS + # (1-9)</i>	Open jump list for applications pinned to <u>Taskbar</u> at position #
<i>WINDOWS + T</i>	Set focus to <u>Taskbar</u> items and scroll
<i>WINDOWS + B</i>	Set focus to <u>System Tray</u> items (by clock)
<i>WINDOWS + HOME</i>	Minimize all open windows but current
<i>WINDOWS + Space</i>	Show desktop
<i>WINDOWS + Up Arrow</i>	Maximize current window
<i>WINDOWS + Down Arrow</i>	Minimize current window
<i>WINDOWS + Left Arrow</i>	Snap current window to left of display
<i>WINDOWS + Right Arrow</i>	Snap current window to right of display
<i>WINDOWS + SHIFT + Left Arrow</i>	Move current window to 2 nd monitor (left)
<i>WINDOWS + SHIFT + Right Arrow</i>	Move current window to 2 nd monitor (right)
<i>WINDOWS + T</i>	Show preview of open applications
<i>WINDOWS + G</i>	Display gadgets over other windows

Italicized items apply to Windows 7 only

This list provided courtesy of **LAYAA**.

+91-8807008818, feedback.layaa@outlook.com