

Basic Windows 7 Keyboard Shortcuts

CTRL + C (Copy)

CTRL + X (Cut)

CTRL + V (Paste)

CTRL + Z (Undo)

Delete (Delete)

Shift + Delete (Delete the selected item permanently without placing the item in the Recycle Bin)

CTRL while dragging an item (Copy the selected item)

CTRL + Shift while dragging an item (Create a shortcut to the selected item)

F2 key (Rename the selected item)

CTRL + RIGHT ARROW (Move the insertion point to the beginning of the next word)

CTRL + LEFT ARROW (Move the insertion point to the beginning of the previous word)

CTRL + DOWN ARROW (Move the insertion point to the beginning of the next paragraph)

CTRL + UP ARROW (Move the insertion point to the beginning of the previous paragraph)

CTRL + Shift with any of the arrow keys (Highlight a block of text)

Shift with any of the arrow keys (Select more than one item in a window or on the desktop, or select text in a document)

CTRL + A (Select all)

F3 key (Search for a file or a folder)

CTRL + F4 (Close the active document in programs that enable you to have multiple documents open simultaneously)

Alt + Tab (Switch between the open items)

Alt + ESC (Cycle through items in the order that they had been opened)

F6 key (Cycle through the screen elements in a window or on the desktop)

Shift + F10 (Display the shortcut menu for the selected item)

CTRL + ESC (Display the Start menu)

F10 key (Activate the menu bar in the active program)

Backspace (View the folder one level up in My Computer or Windows Explorer)

ESC (Cancel the current task)