















Windows 7: My Favorite Shortcuts	
Keyboard shortcut	Command
Windows Logo Key  or CTRL + Esc Keys	Activates Start Menu
Windows Logo Key  + Tab Key	Activates 3D Flip – Pressing the Tab key toggles through your open files, applications, and desktop when the item in which you wish to work appears, release the Tab key and the item expands for you to use.
ALT Key + Tab Key	Activates Flip or CoolSwitch – Pressing the Tab key toggles through your open files, applications, and desktop when the item in which you wish to work appears, release the Tab key and the item expands for you to use.
Windows Logo Key  + Right Arrow Key	Snaps your Active Pane to the Right of your screen
Windows Logo Key  + Left Arrow Key	Snaps your Active Pane to the Left of your screen
Windows Logo Key  + Up Arrow Key	Maximizes your Window
Windows Logo Key  + Down Arrow Key	Minimizes your Window
Windows Logo Key  + D Key	Displays your Desktop
Windows Logo Key  +M Key or Windows Logo Key  +Home Key Windows 7 Shake Feature	Minimizes All Active Windows ( +M Key) or Minimizes All Windows, EXCEPT the current Active Window ( +Home Key) or restores them by pressing  +Home Key again. You can “shake” the active window by clicking the title bar and shaking the window and the others windows minimize!
ALT + Up Arrow Key	In Windows Explorer move your Address/Explorer bar up one level from your folders and sub-folders
Click and Drag selected file(s) or folder(s)	Moves a File within the same drive OR Copies the File to another drive, such as CD, Flash, Server, or other drive
CTRL + Click and Drag selected file(s) or folder(s)	Copies a File to another folder within the same drive
CTRL + ALT + DEL Keys (Control + Alternate + Delete)	The Windows Three Finger Salute – Activates A Menu to quickly perform Actions, such as Locking the Computer, Switching User, etc. BUT most important is going to your Task Manager to view Applications that are not responding or stubborn devices that quit – You may end these tasks from here; you may check your computer’s performance, too.
CTRL + Shift + Esc Keys (Control + Shift + Escape)	A New Windows Three Finger Salute – Activates the Task Manager and bypasses the menu activated by CTRL + ALT + DEL.
Esc	Escape – Stops the current operation or command! Use this when something goes “bump” or you say OOPS!
CTRL + Scrolling Wheel	If you have a scrolling wheel on your mouse, you may press your CTRL (Control Key) and with it pressed, roll your scrolling wheel up to increase the size of your desktop items (i.e. shortcut and icons) or down to decrease the size of your desktop items. This works in Microsoft Office, too, to increase and decrease the zoom on your documents, worksheets, presentation, etc.