



Windows 7

KEYBOARD SHORTCUTS

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Win Key + “+” Key = Magnifier

Win Key + Esc Key = Undo magnifier

Activates the Magnifier to zoom in on the entire Desktop or open a rectangular magnifying lens to zoom in and out of parts of the screen. You can customize the Magnifier options to follow your mouse pointer or keyboard cursor. The Magnifier only works when ‘Aero Desktop’ is enabled.

Win Key + Up or Win Key + Down

If a window is not maximized, pressing Windows + Up will fill it to your screen. Windows + Down will minimize that active window; but, pressing Windows + Up again while a window is minimized won’t return it to its former state.

Win key + Shift + Up

Hitting these 3 keys while a window is active will stretch it vertically to the maximum Desktop height. The width of the window will stay the same. Pressing **Win Key + Down** will restore it to its previous size.

Win Key + Left Arrow or Win Key + Right Arrow

Windows 7 allows dragging to the left or right to automatically make a window fill up half of your screen. This pair of shortcuts performs the same function without your mouse. Once a window is fixed to one side of the screen, you can repeat the shortcut to flip it to the other side. This is useful if you’re extending a Desktop across multiple monitors, which prevents you from executing this trick with a mouse. To undo, Left-click on the Maximize button in the upper-right of the program’s window.

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Win Key + Home

This shortcut performs a similar function to hovering over a window's peek menu thumbnail in the TaskBar. The active window will stay on your Desktop while every other open application is minimized. Pressing this shortcut again will restore all the other Windows.

Win Key + E

Automatically opens up a new Explorer window to show your Libraries folder.

Win Key + P

Manage your multiple-monitor more efficiently with this handy shortcut. Windows + P opens up a small overlay that lets you configure a second display or projector. You can switch from a single monitor to dual-display in either mirror or extend Desktop mode.

Win Key + Shift + Left or Win Key + Shift + Right

If you are using two or more displays, memorize this shortcut to easily move a window from one screen to the other. The window retains its size and relative position on the new screen, which is useful when working with multiple documents.

Win Key + [Number]

Programs (and new instances) pinned to your TaskBar can be launched by hitting Windows and the number corresponding to its placement on the TaskBar. **Win Key + 1** launches the first application, etc.

Win Key + T or Alt + Tab

Cycles through open programs via the TaskBar's peek menu.

Win Key + Spacebar

It makes every active window transparent so you can view your Desktop. The Windows remain transparent as long as you hold down the Win key.

Ctrl + Shift + Left-click

While launching an application from the TaskBar or start menu to launch it with full administrative rights.

Ctrl + Left-click

Hold down Ctrl while repeatedly clicking a program icon in the TaskBar will toggle between the instances of that application, but though not browser tabs.