

# DIGITAL WORLD SAHARSA

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| Move and Resize Active Window   |  |
|---|--|
| Win+Arrow Down  | Set window to Restored (if Maximized) or Minimized (if Restored)   |
| Win+Arrow Up  | Maximize window (if Restored)  |
| Win+Shift+Arrow Down/Win+Shift+Arrow Up   | Maximize Restored window vertically / Restore window to previous state   |
| Win+Arrow Right/Win+Arrow Left  | Move Restored window to left/center/right. Works across multiple monitors  |
| Win+Shift+Arrow Right/Win+Shift+Arrow Left  | Move window to left monitor / to right monitor when using multiple monitors  |
| Alt+Space   | Opens the title bar menu   |
| Alt+Space+Enter   | Restore Window   |
| Alt+Space+X   | Maximize Window  |
| Alt+Space+N   | Minimize Window  |
| F11   | Turn full page view on or off  |
| 'Maximized' means full screen, 'Restored' means variable window size, and 'Minimized' means minimized to taskbar. |  |
| Switch between Applications   |  |
| Alt+Tab,<br>Alt+Shift+Tab   | Cycles through open programs in taskbar. Hold alt and continuously press tab to move forward between applications. Release keys to switch to application selected. Add shift to reverse direction. |
| Alt+Ctrl+Tab, then use arrow keys to select application   | Cycles through open programs in taskbar without needing to hold alt continuously. Press alt+ctrl+tab once, then continue with arrow keys and press enter on application.                           |
| Alt+Esc/Alt+Shift+Esc   | Cycle through programs on taskbar in the order they were opened or accessed  |
| Win+Tab   | Cycle through programs using Aero Flip 3D  |
| Ctrl+Win+Tab  | Cycle through programs on Taskbar using Aero Flip 3D   |
| Win+G   | Cycle through Gadget Window  |
| Manage Multiple Windows   |  |
| Win+D   | Minimize all windows on all Monitors. Press again to restore previous state  |
| Win+M   | Minimize all windows on current Monitor  |
| Win+Shift+M   | Restore previously minimized windows on current Monitor  |

|           |   |
|-----------|---|
| Win+Home  | Set all windows to Minimized on current Monitor except active               |
| Win+Space | Preview Desktop / make windows transparent (May not work with all Settings) |

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## 2. Accessing Windows Features

|                                |   |
|--------------------------------|---|
| Win+E                          | Start Windows Explorer (in My Computer)                       |
| Win+R                          | Open the Run window   |
| Win+F                          | Open Windows Search. f3 on empty desktop works, too           |
| Win+L                          | Lock the keyboard/ computer                                   |
| Win+F1                         | Display Windows Help  |
| Alt+Shift                      | Change keyboard language layout if multiple languages active* |
| Shift when inserting CD or DVD | Prevent CD or DVD from automatically playing                  |
| Win+P                          | Choose Presentation Display Mode                              |
| Win+X                          | Open Mobility Center  |

\* When working with multiple Keyboards Layouts (e.g. Spanish/English/German). Add unlimited Layouts under Regional settings and activate language Taskbar to see current language. Switch with shortcut any time.

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## 3. Windows 7 Taskbar

|                                     |   |
|-------------------------------------|---|
| Win or Ctrl+Esc                     | Activate Start Button. Then use arrow keys, space and enter to navigate within Start Menu |
| Win+T                               | Go to first item in taskbar, continue with arrow keys                                     |
| Win+B                               | Go to first item in system tray   |
| Shift+click on a taskbar item       | Start new instance of taskbar item  |
| Ctrl+Shift+click on a taskbar item  | Start new instance of taskbar item as administrator                                       |
| Shift+right-click on a taskbar item | Show the window menu for the program  |
| Win+1...9                           | Switch to application in position N on taskbar (or launch pinned application)             |
| Shift+Win+1...9                     | Start new instance of taskbar item in position N on taskbar                               |

Unfortunately, Microsoft removed the possibility to select multiple taskbar items in Windows 7

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## 4. Navigating Desktop

|            |  |
|------------|--|
| Arrow Keys | Navigate between and select single icons on desktop (when focus is on the desktop) |
| Home/End   | Select first / select last object on desktop                                       |
| Enter      | Launch active icon   |

|                                 |   |
|---------------------------------|---|
| Shift+F10                       | Activate context menu of active icon by simulates right mouse button. Once in the context menu keys, a-z and enter to select item   |
| tab, shift+tab on empty desktop | Navigate between desktop, the quick-launch bar, task bar and notification bar. Then use arrow keys and enter or space to activate specific icons  |
| A, B, C, ...                    | Pressing the initial letter of the name of any objects will highlight the respective application or ...<br>Continue typing the object name if multiple objects start with the same letter |

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## 5. Windows Explorer

### Basics

|                                |  |
|--------------------------------|--|
| Win+E                          | Start Windows Explorer (My Computer)   |
| Alt+Arrow Up                   | Go up one folder   |
| Alt+Arrow Left/Alt+Arrow Right | Go to previous folder / go to next folder  |
| Tab/Shift+Tab                  | Switch focus forward/ backward between Address bar, Search Bar, Toolbar, Navigation Pane, File List (Default is usually File List) |
| Alt+D or f4                    | Jump to the Address bar and select absolute address. Copy address with ctrl+c if desired   |
| Ctrl+E or ctrl+f               | Jump to Search Box in Explorer   |
| Ctrl+N                         | Open new instance of Windows Explorer  |
| F11                            | Maximize window  |

### Navigate File List and Navigation Pane

|   |  |
|---|--|
| Arrow Keys                                | Navigate between files and folders                                     |
| Enter                                     | Open folder or start application                                       |
| Home/End                                  | Jump to first / jump to last item                                      |
| F2  | Change the file name of active item                                    |
| F2, then arrow left/Arrow Right           | Move one character to the left / to the right in item name             |
| F2, then ctrl+Arrow Left/Ctrl+Arrow Right | Jump one word to the left / to the right of item name                  |
| F2, then home /End                        | Jump to beginning / jump to end of item name                           |
| F2, then ctrl+a                           | Select complete object name including suffix (default excludes suffix) |
| Arrow Left/Arrow Right                    | Expand folder / collapse folder (navigation pane only)                 |

### File List

|                         |  |
|-------------------------|--|
| Alt+P                   | Display or hide Preview Pane                             |
| Alt+V then D            | View details. Check View menu for more options           |
| Alt+V then X            | View extra-large icons. Check View menu for more options |
| Ctrl+mouse scroll wheel | Change size of icons                                     |

### ☰ Select Items in File List and Navigation Pane

|                                |   |
|--------------------------------|---|
| Shift+Arrow Up/Arrow Down      | Select multiple adjacent items (directly above or below)  |
| ctrl with arrow keys and space | Select multiple non-adjacent items. Hold ctrl, use arrow keys to move to next item, and press add/remove from selection |
| Ctrl+A                         | Select all  |
| A ...Z and 1..9                | Press the initial letter any item to jump to it. Continue typing the full name if multiple items with the same letter   |

### ☰ Manipulate Items in Explorer

|                        |  |
|------------------------|--|
| Ctrl+C, Ctrl+X, Ctrl+V | ctrl+C for copy, Ctrl+X for cut and Ctrl+V for paste   |
| Ctrl+Z                 | Undo an action   |
| Ctrl+Y                 | Redo an action   |
| Delete                 | Delete an item and place it into the Recycle Bin   |
| Shift+Delete           | Delete an item permanently without placing it into the Recycle Bin   |
| Shift+F10              | Activate context menu of active object. Replaces the right mouse button. Once in the context use arrow keys, a-z and enter to get to the selection |
| Ctrl+Shift+N           | Create new folder  |
| Alt+Enter              | Open Properties dialog box   |

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### ☰ 6. Photo Viewer

|                        |  |
|------------------------|--|
| Arrow Left/Arrow Right | Go to next / go to previous photo                              |
| Ctrl+.                 | Rotate photo clockwise   |
| Ctrl+,                 | Rotate photo counter-clockwise                                 |
| [+]/-                  | Zoom in / zoom out (or mouse wheel)                            |
| Ctrl+0 (zero)          | Fit to Window  |
| Delete                 | Delete current photo   |
| Shift+Delete           | Permanently delete current photo                               |
| Alt+Enter              | Show properties of current photo                               |
| Alt+E or Ctrl+S        | Email current photo  |
| Ctrl+C                 | Copy current photo file to clipboard                           |
| Alt+O                  | Open current photo in other application (e.g. Paint or Office) |

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### ☰ 7. Dialog Boxes

|                         |  |
|-------------------------|--|
| Ctrl+Tab/Ctrl+Shift+Tab | Move forward / move backwards through tabs |
|-------------------------|--|

|                              |   |
|------------------------------|---|
| <b>Tab/Shift+Tab</b>         | <b>Move forward / move backwards through options</b>  |
| <b>Alt+underlined letter</b> | <b>Perform the command (or select the option) that goes with that letter</b>                |
| <b>Enter</b>                 | <b>Replaces clicking the mouse for many selected commands</b>                               |
| <b>Space</b>                 | <b>Select or clear the check box if the active option is a check box</b>                    |
| <b>Arrow Keys</b>            | <b>Select a button if the active option is a group of option buttons</b>                    |
| <b>F4</b>                    | <b>Display the items in the active list</b>   |
| <b>Backspace</b>             | <b>Open a folder one level up if a folder is selected in the Save As or Open dialog box</b> |

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## **8. Windows Admin**

### **Admin Tasks**

|                        |   |
|------------------------|---|
| <b>Ctrl+Win+F</b>      | <b>Search for Computers (with Active Directory activated)</b>                                   |
| <b>Win+Pause/Break</b> | <b>Display System Properties which holds system properties, computer name, device manager a</b> |
| <b>Ctrl+Shift+Esc</b>  | <b>Opens Windows Task Manager</b>   |

### **Remote Desktop**

|                                  |  |
|----------------------------------|--|
| <b>Alt+Page Up/Alt+Page Down</b> | <b>Move between programs from left to right / from right to left</b> |
| <b>Alt+Insert</b>                | <b>Cycle through programs in the order that they were started in</b> |
| <b>Alt+Home</b>                  | <b>Display the Start menu</b>  |
| <b>Ctrl+Alt+pause/break</b>      | <b>Switch between a window and full screen</b>                       |
| <b>Ctrl+Alt+End</b>              | <b>Display the Windows Security dialog box</b>                       |
| <b>Alt+Delete</b>                | <b>Display the system menu</b>                                       |

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## **9. Windows Help**

|                                       |  |
|---------------------------------------|--|
| <b>Tab</b>                            | <b>Move between links</b>  |
| <b>Alt+C</b>                          | <b>Display the Table of Contents</b>                                 |
| <b>Alt+N</b>                          | <b>Display the Connection Settings menu</b>                          |
| <b>F10</b>                            | <b>Display the Options menu</b>                                      |
| <b>Alt+Arrow Left/Alt+Arrow Right</b> | <b>Move back / move forward to the previously/ next viewed topic</b> |
| <b>Alt+A</b>                          | <b>Display the customer support page</b>                             |
| <b>Alt+Home</b>                       | <b>Display the Help and Support home page</b>                        |
| <b>Home/End</b>                       | <b>Move to the beginning / to the end of a topic</b>                 |

|        |   |
|--------|---|
| Ctrl+F | Search the current topic. Press tab to leave          |
| Ctrl+P | Print a topic   |
| F3     | Move the cursor to the search box. Press tab to leave |

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## 10. Ease of Access and Magnifier

### Ease of Access

|                                 |  |
|---------------------------------|--|
| Win+U                           | Open Ease of Access Center                                 |
| Press Shift five times.         | Turn Sticky Keys on or off                                 |
| Press Num Lock for five seconds | Turn Toggle Keys on or off                                 |
| Right Shift for eight seconds   | Turn Filter Keys on or off                                 |
| left Alt + left Shift +Num Lock | Turn Mouse Keys on or off                                  |
| left Alt + left Shift + prtScn  | Turn High Contrast on or off (Careful, will change theme!) |

### Magnifier

|                     |                                    |
|---------------------|------------------------------------|
| Win+[+]             | Start Magnifier and zoom in        |
| Win+-               | Zoom out with Magnifier active     |
| Ctrl+Alt+I          | Invert colors in Magnifier display |
| Win+Esc             | Exit Magnifier                     |
| Ctrl+Alt+Arrow Keys | Move the Magnifier windows         |