

# Top 20 shortcuts for taming your Windows 7

Managing windows is probably one of the most fertile areas for keyboard shortcuts because otherwise, you manipulate them solely with the mouse. Here's my top-20 list of must-know shortcuts for taming your windows; you'll never have to move your hands from the keyboard. For completeness, I've included many keyboard shortcuts you might already be familiar with; skip down the list to see the ones you don't know.

Switch between open windows	Alt + Tab
Minimize/restore all but the active window	Windows key + Home
Minimize all windows	Windows key + M
Maximize window	Windows key + up-arrow
Minimize/restore window	Windows key + down-arrow
Make all windows transparent so you can see the desktop	Windows key + spacebar
Dock window to left or right half of screen	Windows key + left- or right-arrow
Zoom in/out (In the default view, you must zoom in before zooming out.)	Windows key + plus/minus sign
Lock screen	Windows key + L
Open Run dialog	Windows key + R
Open Search box	Windows key + F
Open Windows Explorer to computer	Windows key + E
Expand Folders view in Win Explorer to show where you are	Control + Shift + E
Go up a level in Windows Explorer	Alt + up-arrow

Choose display mode/switch monitors  
(Especially useful for presenters or dual-monitor users)

Windows key + P

Launch apps pinned to the Taskbar  
(1 is the left-most app; Windows Key+T cycles through all apps.)

Windows key + (number 1-9)

Cycle through Gadgets

Windows key + G

Rotate a picture clockwise  
(Or use comma for counterclockwise)

Control + period

Use Control-click to select the pictures in a folder you need to rotate, then rotate them all at once.

Turn Sticky Keys on and off

Press Shift five times

Although keyboard shortcuts can be real time-savers, sometimes it's hard to press multiple keys at once, (especially while you're eating a sandwich or holding your phone in one hand). The Windows Sticky Keys feature lets you press one key at a time as you enter a shortcut. You can turn on Sticky Keys permanently by using the Control Panel's Ease of Access Center options.

Turn Mouse Keys on and off

Left-Alt + Left-Shift + Num Lock

The Windows Mouse Keys feature is a really useful shortcut that lets you control the cursor with the arrow keys on your numeric keypad. Like Sticky Keys, it can be turned on permanently in the Control Panel's Ease of Access Center, but you can also invoke it at any time by pressing this key combination. This gesture turns you into a true keyboard jockey.

Note that both Sticky Keys and Mouse Keys display a warning message when you turn them on and off. You can disable the warning boxes in the Control Panel's Ease of Access Center by choosing **Set up Mouse Keys** or **Set up Sticky Keys**. This list is just a sample of the dozens of shortcuts available. For a full accounting of Windows 7 interface shortcuts, see Microsoft's Windows 7 Help & How-to [site](#).