



# Adaptive Computing Lab

## Windows 7 Accessibility Features

### Keyboard Shortcuts

Keyboard shortcuts are combinations of two or more keys that, when pressed, can be used to perform a task that would typically require a mouse or other pointing device. Keyboard shortcuts can make it easier to interact with your computer, saving you time and effort as you work with Windows and other programs.

Most programs also provide accelerator keys that can make it easier to work with menus and other commands. Check the menus of programs for accelerator keys. If a letter is underlined in a menu, which usually means that pressing the Alt key in combination with the underlined key will have the same effect as clicking that menu item.

Pressing the Alt key in some programs, such as Paint and WordPad, shows commands that are labeled with additional keys that you can press to use them

#### Keyboard Shortcuts to use in the Ease of Access

Press this key	To do this
Right Shift for eight seconds	Turn Filter Keys on and off
Left Alt + Left Shift + PrtScn (or PrtScn)	Turn High Contrast on or off
Left Alt + Left Shift + Num Lock	Turn Mouse Keys on or off
Shift five times	Turn Sticky Keys on or off
Num Lock for five seconds	Turn Toggle Keys on or off
Windows logo key + U	Open the Ease of Access Center

## General Keyboard Shortcuts

<b>Press this key</b>	<b>To do this</b>
<b>F1</b>	<b>Display Help</b>
<b>Ctrl + C</b>	<b>Copy the selected item</b>
<b>Ctrl + X</b>	<b>Cut the selected item</b>
<b>Ctrl + V</b>	<b>Paste the selected item</b>
<b>Ctrl + Z</b>	<b>Undo an action</b>
<b>Ctrl + Y</b>	<b>Redo an action</b>
<b>Delete or Ctrl + D</b>	<b>Delete the selected item and move it to the Recycle Bin</b>
<b>Shift + Delete</b>	<b>Delete the selected item without moving it to the Recycle Bin first</b>
<b>F2</b>	<b>Rename the selected item</b>
<b>Ctrl+ Right Arrow</b>	<b>Move the cursor to the beginning of the next word</b>
<b>Ctrl + Left Arrow</b>	<b>Move the cursor to the beginning of the previous word</b>
<b>Ctrl + Down Arrow</b>	<b>Move the cursor to the beginning of the next paragraph</b>
<b>Ctrl + Up Arrow</b>	<b>Move the cursor to the beginning of the previous paragraph</b>
<b>Ctrl + Shift with an arrow key</b>	<b>Select a block of text</b>
<b>Shift with any arrow key</b>	<b>Select more than one item in a window or on the desktop, or select text within a document</b>
<b>Ctrl + A</b>	<b>Select all items in a document or window</b>
<b>F3</b>	<b>Search for a file or folder</b>
<b>Alt + Enter</b>	<b>Display properties for the selected item</b>
<b>Alt+F4</b>	<b>Close the active item, or exit the active program</b>
<b>Alt + Spacebar</b>	<b>Open the shortcut menu for the active window</b>
<b>Ctrl+F4</b>	<b>Close the active document (in programs that allow you to have multiple documents open simultaneously)</b>

<b>Alt + Tab</b>	<b>Switch between open items</b>
<b>Ctrl + Alt + Tab</b>	<b>Use the arrow keys to switch between open items</b>
<b>Ctrl + Mouse scroll wheel</b>	<b>Change the size of icons on the desktop</b>
<b>Windows logo key +Tab</b>	<b>Cycle through programs on the taskbar by using Aero Flip 3-D</b>
<b>Ctrl + Windows logo key + Tab</b>	<b>Use the arrow keys to cycle through programs on the taskbar by using Aero Flip 3-D</b>
<b>Alt + Esc</b>	<b>Cycle through items in the order in which they were opened</b>
<b>F6</b>	<b>Cycle through screen elements in a window or on the desktop</b>
<b>F4</b>	<b>Display the address bar list in Windows Explorer</b>
<b>Shift + F10</b>	<b>Display the shortcut menu for the selected item</b>
<b>Ctrl + Esc</b>	<b>Open the Start menu</b>
<b>Alt + underlined letter</b>	<b>Display the corresponding menu</b>
<b>Alt + underlined letter</b>	<b>Perform the menu command (or other underlined command)</b>
<b>F10</b>	<b>Activate the menu bar in the active program</b>
<b>Right Arrow</b>	<b>Open the next menu to the right, or open a submenu</b>
<b>Left Arrow</b>	<b>Open the next menu to the left, or close a submenu</b>
<b>F5 (or Ctrl + R)</b>	<b>Refresh the active window</b>
<b>Alt + Up Arrow</b>	<b>View the folder one level up in Windows Explorer</b>
<b>Esc</b>	<b>Cancel the current task</b>
<b>Ctrl + Shift + Esc</b>	<b>Open Task Manager</b>
<b>Shift when you insert a CD</b>	<b>Prevent the CD from automatically playing</b>

The following table contains keyboard shortcuts that use the Windows logo key.

Press this key	To do this
Windows logo key	Open or close the Start menu
Windows logo key + Pause	Display the System Properties dialog box
Windows logo key + D	Display the desktop
Windows logo key + M	Minimize all windows
Windows logo key + Shift + M	Restore minimized windows to the desktop
Windows logo key + E	Open Computer
Windows logo key + F	Search for a file or folder
Windows logo key + L	Lock your computer or switch users
Windows logo key + R	Open the Run dialog box
Windows logo key + T	Cycle through programs on the taskbar
Windows logo key + number	Start the program pinned to the taskbar in the position indicated by the number. If the program is already running, switch to that program.
Shift + Windows logo key + number	Start a new instance of the program pinned to the taskbar in the position indicated by the number
Ctrl + Windows logo key + number	Switch to the last active window of the program pinned to the taskbar in the position indicated by the number
Alt + Windows logo key + number	Open the Jump List for the program pinned to the taskbar in the position indicated by the number
Windows logo key + TAB	Cycle through programs on the taskbar by using Aero Flip 3-D
Ctrl + Windows logo key + TAB	Use the arrow keys to cycle through programs on the taskbar by using Aero Flip 3-D
Windows logo key + Spacebar	Preview the desktop
Windows logo key + Up Arrow	Maximize the window

<b>Windows logo key + Left Arrow</b>	<b>Maximize the window to the left side of the screen</b>
<b>Windows logo key + Right Arrow</b>	<b>Maximize the window to the right side of the screen</b>
<b>Windows logo key + Down Arrow</b>	<b>Minimize the window</b>
<b>Windows logo key + Home</b>	<b>Minimize all but the active window</b>
<b>Windows logo key + Shift + Up Arrow</b>	<b>Stretch the window to the top and bottom of the screen</b>
<b>Windows logo key + Shift + Left Arrow or Right Arrow</b>	<b>Move a window from one monitor to another</b>
<b>Windows logo key + P</b>	<b>Choose a presentation display mode</b>
<b>Windows logo key + G</b>	<b>Cycle through gadgets</b>
<b>Windows logo key + U</b>	<b>Open Ease of Access Center</b>
<b>Windows logo key + X</b>	<b>Open Windows Mobility Center</b>

#### **Windows Explorer (the Computer folder)**

<b>Press this key</b>	<b>To do this</b>
<b>Ctrl + N</b>	<b>Open a new window</b>
<b>Ctrl + W</b>	<b>Close the current window</b>
<b>Ctrl + Shift + N</b>	<b>Create a new folder</b>
<b>End</b>	<b>Display the bottom of the active window</b>
<b>Home</b>	<b>Display the top of the active window</b>
<b>F11</b>	<b>Maximize or minimize the active window</b>
<b>Ctrl + Period (.)</b>	<b>Rotate a picture clockwise</b>
<b>Ctrl + Comma (,)</b>	<b>Rotate a picture counter-clockwise</b>
<b>Num Lock + Asterisk (*) on numeric keypad</b>	<b>Display all subfolders under the selected folder</b>
<b>Num Lock + Plus Sign (+) on numeric keypad</b>	<b>Display the contents of the selected folder</b>
<b>Num Lock + Minus Sign (-) on numeric keypad</b>	<b>Collapse the selected folder</b>

<b>Left Arrow</b>	<b>Collapse the current selection (if it's expanded), or select the parent folder</b>
<b>Alt + Enter</b>	<b>Open the Properties dialog box for the selected item</b>
<b>Alt + P</b>	<b>Display the preview pane</b>
<b>Alt + Left Arrow</b>	<b>View the previous folder</b>
<b>Backspace</b>	<b>View the previous folder</b>
<b>Right Arrow</b>	<b>Display the current selection (if it's collapsed), or select the first subfolder</b>
<b>Alt + Right Arrow</b>	<b>View the next folder</b>
<b>Alt + Up Arrow</b>	<b>View the parent folder</b>
<b>Ctrl + Shift + E</b>	<b>Display all folders above the selected folder</b>
<b>Ctrl + Mouse scroll wheel</b>	<b>Change the size and appearance of file and folder icons</b>
<b>Alt + D</b>	<b>Select the address bar</b>
<b>Ctrl + E</b>	<b>Select the search box</b>
<b>Ctrl + F</b>	<b>Select the search box</b>