

Windows 7 Shortcut Keys (Most Commonly Used)

Shortcut	Function
Ctrl + C	Copy selected item
Ctrl + V	Paste copied item
Ctrl + X	Cut selected item
Ctrl + Z	Undo last action
Ctrl + Y	Redo last action
Ctrl + A	Select all items
Alt + Tab	Switch between open programs
Alt + F4	Close active window
Windows + D	Show desktop
Windows + E	Open Computer (File Explorer)
Windows + R	Open Run dialog box
Windows + L	Lock your computer
Windows + Pause/Break	Open System properties
F2	Rename selected item
F5	Refresh window
Shift + Delete	Delete permanently (no recycle bin)
Ctrl + Shift + Esc	Open Task Manager