

Appendix C

New Keyboard Shortcuts

Windows 7 introduces several new shortcut keys to help save you time and improve your productivity. To perform shortcut key strokes, just press and hold the keys. For example, hold the Windows key and press the ↑ arrow to maximize the selected window.

Windows Taskbar

 + T	Brings focus to the first item in the taskbar. Press again to cycle through each item.
 + 1–9	If a program in the 1–9 slot is running, the keystroke will launch it. If it is running with one window, the same keystroke will switch to that window. If it is running with multiple windows, the keystroke will cycle between each thumbnail of the open windows for that program. Aero Peek will help you find the right window. <i>(Note: ALT+WinKey+# will open the corresponding program's Jump List)</i>
SHIFT + click on taskbar icon	Launches a new instance of a program
Middle mouse button + click on taskbar icon	
SHIFT + CTRL + click on taskbar icon	Launches a new instance of a program in elevated security mode
Middle mouse button + click on taskbar thumbnail	Closes the window
CTRL + click on a taskbar group	Restores the last active window in the group. Continued clicking will continue restoring the subsequent windows in the group
Drag up from a taskbar icon	Opens Jump List

Snap (Window Arrangement)

 + ARROW	Cycles through window arrangements for a window
SHIFT +  + ARROW	Moves the window to other displays

Peek

 + SPACEBAR (hold keys)	Reveals the desktop
--	---------------------

Projection

 + P	Shows projection options
---	--------------------------

Explorer

ALT + P	Show/Hide preview pane
---------	------------------------

Accessibility

 + +	Zoom in
 + -	Zoom out