



7-Zip cheat sheet

File menu

Enter	Open current item
Ctrl + Page Down	Open current item as folder inside 7-Zip
Shift + Enter	Open current item in new window
F4	Open selected item with editor
F2	Rename selected item
F5	Copy selected items
F6	Move selected items
Del	Delete selected items
Ctrl + Z	Set comment for file
F7	Create new folder
Shift + F4	Create a new file
Alt + F4	Close the program

View menu

Ctrl + 1	Display items by using large icons
Ctrl + 2	Display items by using small icons
Ctrl + 3	Display items in a list
Ctrl + 4	Display items in a list with detailed information about each item
Ctrl + F3	Sort items by name
Ctrl + F4	Sort items by type
Ctrl + F5	Sort items by date
Ctrl + F6	Sort items by size
Ctrl + F7	Do not sort items
F9	Switch On/Off second panel
\	Open root computer folder
Backspace	Open the folder one level up
Alt + F12	Open folder history
Ctrl + R	Refresh items list
F1	Open 7-Zip Help

Miscellaneous commands

Tab	Switch between panels
Insert	Select / Deselect current item

Shift + F10	Display the shortcut menu for the selected items
Right Ctrl + 0 or Alt + 0	...9: Open folder bookmark
Shift + Right Ctrl + 0 or Shift + Alt + 0	...9: Create folder bookmark
Alt + F1	Edit the folder address on left panel
Alt + F2	Edit the folder address on right panel
Ctrl + +	(numpad) Adjust optimal column width for items
Alt + Up arrow	Open same folder in other panel
Alt + Left arrow / Right arrow	Open current folder in other panel

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More information: defkey.com/7-zip-shortcuts

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