



# 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/pl/7-zip-shortcuts](https://defkey.com/pl/7-zip-shortcuts)

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