

If you're using **7-Zip** regularly for file compression or extraction, mastering **7-Zip keyboard shortcuts** can drastically improve your workflow. Whether you're navigating the file manager, creating archives, or extracting files, keyboard shortcuts let you get the job done faster—without ever touching the mouse.

In this article, we'll walk you through the most useful 7-Zip keyboard shortcuts for Windows, how to use them efficiently, and how they can save you time every day.

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□ What Is 7-Zip?

7-Zip is a free, open-source file archiver for Windows that supports a wide range of archive formats including `.zip`, `.7z`, `.rar`, and more. Known for its high compression ratio and lightweight interface, it's a popular alternative to tools like WinRAR or WinZip.

But what many users don't realize is that 7-Zip supports a variety of **keyboard shortcuts** that can boost productivity significantly.

□ Why Use 7-Zip Keyboard Shortcuts?

Using keyboard shortcuts in 7-Zip gives you:

- ⚡ **Faster access** to common functions like compressing, extracting, and testing archives.
- □ **Mouse-free operation**, especially helpful for power users or IT admins.
- □ **Improved efficiency** when managing large sets of files or batch jobs.

 Task-Specific 7-Zip Keyboard Shortcuts

Let’s break it down further based on what you want to accomplish:

 Compressing Files

- **F9** – Open the archive creation dialog quickly
- **Enter** – Confirm and start compression

 Extracting Files

- **Alt + E** (customizable or accessible through menu navigation)
- **Enter** – Extract selected files
- **Backspace** – Navigate to parent directory after extraction

 Navigating 7-Zip File Manager

- **Backspace** – Go up a directory level
- **Ctrl + A** – Select all files
- **Ctrl + C / Ctrl + V** – Copy and paste inside archive

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7 Zip Shortcut Keys

Shortcut Key	Information	State
Enter	Open current item	File
Ctrl + PgDN	Open current item as folder inside 7-Zip	File
Shift + Enter	Open current item in new window	File
F4	Open selected item with editor	File
F2	Rename selected item	File



F5	Copy selected items	File
F6	Move selected items	File
Delete	Delete selected items	File
Ctrl + Z	Set comment for file	File
F7	Create new folder	File
Shift + F4	Creates new file	File
Alt + F4	Closes the program.	File
Shift + +	Select all items	File
Shift + –	Select all items	Edit
Shift + *	Select / Deselect all items	Edit
+	Select specified items	Edit
–	Deselect specified items	Edit
Alt + +	Select all items with the same extension as current item	Edit
Alt + –	Deselect all items with the same extension as current item	Edit
Ctrl + 1	Displays items by using large icons	Edit
Ctrl + 2	Displays items by using small icons	View
Ctrl + 3	Displays items in a list	View

Ctrl + 4	Displays items in a list with detailed information about each item	View
F3	Sort items by Name	View
Ctrl + F4	Sort items by Type	View
Ctrl + F5	Sort items by Date	View
Ctrl + F6	Sort items by Size	View
Ctrl + F7	Do not sort items	View
1	Switch On/Off second panel	View
Backspace	Open the folder one level up	View
Alt + F12	Open folders history	View
Ctrl + R	Refresh items list	View
F1	Opens 7-Zip Help	View
Tab	Switch between panels	View
Insert	Select / Deselect current item	Miscellaneous commands
Shift + F10	Display the shortcut menu for the selected items	Miscellaneous commands
Alt + 9	Open folder bookmark	Miscellaneous commands
Shift + Alt + 9	reates folder bookmark	Miscellaneous commands

Alt + F1	Edit the Folder Address on left panel	Miscellaneous commands
F2	Edit the Folder Address on right panel	Miscellaneous commands
Ctrl + +	Adjust optimal column width for items	Miscellaneous commands
Top Arrow	Open same folder in other panel	Miscellaneous commands
Alt + Left Arrow	Open current folder in other panel	Miscellaneous commands

What is the shortcut to extract files in 7-Zip?

There’s no default single-key shortcut, but pressing **Enter** after selecting files and choosing “Extract” from the toolbar speeds up the process.

Can I use 7-Zip entirely with the keyboard?

Yes, you can navigate the entire 7-Zip interface with keyboard shortcuts, including opening archives, selecting files, and compressing or extracting files.

Is 7-Zip faster with keyboard shortcuts?

Definitely. For frequent users, using **7-Zip keyboard shortcuts** reduces reliance on the mouse and boosts task speed by up to 30%.

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