FOR EXCEL [should work on any spreadsheet]

Keys for editing data

Note   To enlarge the Help window to fill the screen, press ALT+SPACEBAR and then press X. To restore the window to its previous size and location, press ALT+SPACEBAR and then press R. To print this topic, press ALT+O and then press P.

This topic lists:

Keys for editing data

Keys for inserting, deleting, and copying a selection

Keys for moving within a selection

Keys for editing data

Press	To
F2	Edit the active cell and put the insertion point at the end of the line
ESC	Cancel an entry in the cell or formula bar
BACKSPACE	Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit the cell contents
F3	Paste a defined name into a formula
ENTER	Complete a cell entry
CTRL+SHIFT+ENTER	Enter a formula as an array formula
CTRL+A	Display the Formula Palette after you type a function name in a formula
CTRL+SHIFT+A	Insert the argument names and parentheses for a function, after you type a function name in a formula
F7	Display the **Spelling** dialog box

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Keys for inserting, deleting, and copying a selection

Press	To
CTRL+C	Copy the selection

CTRL+X	Cut the selection
CTRL+V	Paste the selection
DELETE	Clear the contents of the selection
CTRL+HYPHEN	Delete the selection
CTRL+Z	Undo the last action
CTRL+SHIFT+PLUS SIGN	Insert blank cells

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Keys for moving within a selection

Press	To
ENTER	Move from top to bottom within the selection (down), or move in the direction that is selected on the **Edit** tab (**Tools** menu, **Options** command)
SHIFT+ENTER	Move from bottom to top within the selection (up), or move opposite to the direction that is selected on the **Edit** tab (**Tools** menu, **Options** command)
TAB	Move from left to right within the selection, or move down one cell if only one column is selected
SHIFT+TAB	Move from right to left within the selection, or move up one cell if only one column is selected
CTRL+PERIOD	Move clockwise to the next corner of the selection
CTRL+ALT+RIGHT ARROW	Move to the right between nonadjacent selections
CTRL+ALT+LEFT ARROW	Move to the left between nonadjacent selections

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Keys for formatting data

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Press	To

ALT+' (apostrophe)	Display the **Style** dialog box
CTRL+1	Display the **Format Cells** dialog box
CTRL+SHIFT+~	Apply the General number format
CTRL+SHIFT+$	Apply the Currency format with two decimal places (negative numbers appear in parentheses)
CTRL+SHIFT+%	Apply the Percentage format with no decimal places
CTRL+SHIFT+^	Apply the Exponential number format with two decimal places
CTRL+SHIFT+#	Apply the Date format with the day, month, and year
CTRL+SHIFT+@	Apply the Time format with the hour and minute, and indicate A.M. or P.M.
CTRL+SHIFT+!	Apply the Number format with two decimal places, thousands separator, and minus sign (–) for negative values
CTRL+SHIFT+&	Apply the outline border
CTRL+SHIFT+_	Remove outline borders
CTRL+B	Apply or remove bold formatting
CTRL+I	Apply or remove italic formatting
CTRL+U	Apply or remove an underline
CTRL+5	Apply or remove strikethrough formatting
CTRL+9	Hide rows
CTRL+SHIFT+((opening parenthesis)	Unhide rows
CTRL+0 (zero)	Hide columns
CTRL+SHIFT+) (closing parenthesis)	Unhide columns

Keys for entering data

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This topic lists:

Keys for entering data on a worksheet

Press	To
ENTER	Complete a cell entry and move down in the selection
ALT+ENTER	Start a new line in the same cell
CTRL+ENTER	Fill the selected cell range with the current entry
SHIFT+ENTER	Complete a cell entry and move up in the selection
TAB	Complete a cell entry and move to the right in the selection
SHIFT+TAB	Complete a cell entry and move to the left in the selection
ESC	Cancel a cell entry
BACKSPACE	Delete the character to the left of the insertion point, or delete the selection
DELETE	Delete the character to the right of the insertion point, or delete the selection
CTRL+DELETE	Delete text to the end of the line
Arrow keys	Move one character up, down, left, or right
HOME	Move to the beginning of the line
F4 or CTRL+Y	Repeat the last action
SHIFT+F2	Edit a cell comment
CTRL+SHIFT+F3	Create names from row and column labels
CTRL+D	Fill down
CTRL+R	Fill to the right
CTRL+F3	Define a name

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Keys for working in cells or the formula bar

Press	To
BACKSPACE	Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit cell contents

ENTER	Complete a cell entry
CTRL+SHIFT+ENTER	Enter a formula as an array formula
ESC	Cancel an entry in the cell or formula bar
CTRL+A	Display the Formula Palette after you type a function name in a formula
CTRL+SHIFT+A	Insert the argument names and parentheses for a function after you type a function name in a formula
CTRL+K	Insert a hyperlink
ENTER (in a cell with a hyperlink)	Activate a hyperlink
F2	Edit the active cell and position the insertion point at the end of the line
F3	Paste a defined name into a formula
SHIFT+F3	Paste a function into a formula
F9	Calculate all sheets in all open workbooks
CTRL+ALT+F9	Calculate all sheets in the active workbook
SHIFT+F9	Calculate the active worksheet
= (equal sign)	Start a formula
ALT+= (equal sign)	Insert the AutoSum formula
CTRL+; (semicolon)	Enter the date
CTRL+SHIFT+: (colon)	Enter the time
CTRL+SHIFT+" (quotation mark)	Copy the value from the cell above the active cell into the cell or the formula bar
CTRL+` (single left quotation mark)	Alternate between displaying cell values and displaying cell formulas
CTRL+' (apostrophe)	Copy a formula from the cell above the active cell into the cell or the formula bar
ALT+DOWN ARROW	Display the AutoComplete list

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Keys for previewing and printing a document

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Press	To
CTRL+P or CTRL+SHIFT+F12	Display the **Print** dialog box

Work in print preview

Press	To
Arrow keys	Move around the page when zoomed in
PAGE UP or PAGE DOWN	Move by one page when zoomed out
CTRL+UP ARROW or CTRL+LEFT ARROW	Move to the first page when zoomed out
CTRL+DOWN ARROW or CTRL+RIGHT ARROW	Move to the last page when zoomed out

Keys for moving and scrolling in a worksheet or workbook

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This topic lists:

Keys for moving and scrolling in a worksheet or workbook

Keys for moving in a worksheet with End mode on

Keys for moving in a worksheet with SCROLL LOCK on

Keys for moving and scrolling in a worksheet or workbook

Press	To

Arrow keys	Move one cell up, down, left, or right
CTRL+arrow key	Move to the edge of the current data region
HOME	Move to the beginning of the row
CTRL+HOME	Move to the beginning of the worksheet
CTRL+END	Move to the last cell on the worksheet, which is the cell at the intersection of the rightmost used column and the bottom-most used row (in the lower-right corner), or the cell opposite the home cell, which is typically A1
PAGE DOWN	Move down one screen
PAGE UP	Move up one screen
ALT+PAGE DOWN	Move one screen to the right
ALT+PAGE UP	Move one screen to the left
CTRL+PAGE DOWN	Move to the next sheet in the workbook
CTRL+PAGE UP	Move to the previous sheet in the workbook
CTRL+F6 or CTRL+TAB	Move to the next workbook or window
CTRL+SHIFT+F6 or CTRL+SHIFT+TAB	Move to the previous workbook or window
F6	Move to the next pane in a workbook that has been split
SHIFT+F6	Move to the previous pane in a workbook that has been split
CTRL+BACKSPACE	Scroll to display the active cell
F5	Display the **Go To** dialog box
SHIFT+F5	Display the **Find** dialog box
SHIFT+F4	Repeat the last **Find** action (same as **Find Next**)
TAB	Move between unlocked cells on a protected worksheet

Keys for moving in a worksheet with End mode on

Press	To
END	Turn End mode on or off
END, arrow key	Move by one block of data within a row or column
END, HOME	Move to the last cell on the worksheet, which is the cell at the intersection of the rightmost used column and the bottom-most used row (in the lower-right corner), or the cell opposite the home cell, which is typically A1

| END, ENTER | Move to the last cell to the right in the current row that is not blank; unavailable if you have selected the **Transition navigation keys** check box on the **Transition** tab (**Tools** menu, **Options** command) |

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Keys for moving in a worksheet with SCROLL LOCK on

Press	To
SCROLL LOCK	Turn SCROLL LOCK on or off
HOME	Move to the cell in the upper-left corner of the window
END	Move to the cell in the lower-right corner of the window
UP ARROW or DOWN ARROW	Scroll one row up or down
LEFT ARROW or RIGHT ARROW	Scroll one column left or right

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Tip   When you use scrolling keys (such as PAGE UP and PAGE DOWN) with SCROLL LOCK turned off, your selection moves the distance you scroll. If you want to preserve your selection while you scroll through the worksheet, turn on SCROLL LOCK first.

Keys for sending e-mail messages

To use keys to send e-mail messages, you must configure Microsoft Outlook as your default e-mail program. If Outlook Express is your default e-mail program, you cannot use most of these keys to send e-mail messages.

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Press	To
SHIFT+TAB	Move to the e-mail message header. Cell A1 must be the active cell

when you press these keys.

ALT+S	Send the active spreadsheet as an e-mail message
CTRL+SHIFT+B	Open the Address Book
ALT+K	Check the names in the **To**, **Cc**, and **Bcc** boxes against the Address Book
ALT+PERIOD	Open the Address Book in the **To** box
ALT+C	Open the Address Book in the **Cc** box
ALT+B	Open the Address Book in the **Bcc** box
ALT+J	Go to the **Subject** box
ALT+P	Open the Outlook **Message Options** dialog box (**View** menu, **Options** command in a message)
CTRL+SHIFT+G	Create a message flag

Keys for working with the Open and Save As dialog boxes

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Press	**To**
CTRL+F12 or CTRL+O	Display the **Open** dialog box
ALT+F2 or F12 or CTRL+S	Save the active workbook
ALT+SHIFT+F2 or SHIFT+F12	Display the **Save as** dialog box
ALT+1	Go to the previous folder (.)
ALT+2	Open the folder up one level from the open folder (**Up One Level** button .)
ALT+3	Close the dialog box, and open your [World Wide Web search page] (**Search the Web** button .)
ALT+4	Delete the selected folder or file (**Delete** button .)
ALT+5	Create a new subfolder in the open folder (**Create New Folder** button .)
ALT+6	Switch between List, Details, Properties, and Preview views
ALT+7	Show the **Tools** menu (**Tools** button)

Keys for menus and toolbars

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Press	To
F10 or ALT	Make the menu bar active, or close a visible menu and submenu at the same time
TAB or SHIFT+TAB (when a toolbar is active)	Select the next or previous button or menu on the toolbar
CTRL+TAB or CTRL+SHIFT+TAB (when a toolbar is active)	Select the next or previous toolbar
ENTER	Open the selected menu, or perform the action assigned to the selected button
SHIFT+F10	Show a [shortcut menu](#)
ALT+SPACEBAR	Show the program icon menu (on the program title bar)
DOWN ARROW or UP ARROW (with the menu or submenu displayed)	Select the next or previous command on the menu or submenu
LEFT ARROW or RIGHT ARROW	Select the menu to the left or right or, with a submenu visible, switch between the main menu and the submenu
HOME or END	Select the first or last command on the menu or submenu
ESC	Close the visible menu or, with a submenu visible, close the submenu only
CTRL+DOWN ARROW	Display the full set of commands on a menu

Tip   You can select any menu command on the menu bar or on a visible toolbar with the keyboard. To select the menu bar, press ALT. (Then to select a toolbar, press CTRL+TAB repeatedly until you select the toolbar you want.) Press the underlined letter in the menu name that contains the command you want. In the menu that appears, press the underlined letter in the command name that you want.

Keys for windows, dialog boxes, and edit boxes

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This topic lists shortcut keys for:

Keys for windows

Keys for dialog boxes

Keys for edit boxes in dialog boxes

Keys for windows

In a window, press	To
ALT+TAB	Switch to the next program
ALT+SHIFT+TAB	Switch to the previous program
CTRL+ESC	Show the Windows **Start** menu
CTRL+W or CTRL+F4	Close the active workbook window
CTRL+F5	Restore the active workbook window size
F6	Move to the next pane in a workbook that has been split
SHIFT+F6	Move to the previous pane in a workbook that has been split
CTRL+F6	Switch to the next workbook window
CTRL+SHIFT+F6	Switch to the previous workbook window
CTRL+F7	Carry out the **Move** command (workbook icon menu, menu bar), or use the arrow keys to move the window
CTRL+F8	Carry out the **Size** command (workbook icon menu, menu bar), or use the arrow keys to size the window
CTRL+F9	Minimize the workbook window to an icon
CTRL+F10	Maximize or restore the workbook window
PRTSCR	Copy the image of the screen to the Clipboard
ALT+PRINT SCREEN	Copy the image of the active window to the Clipboard

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Keys for dialog boxes

In a dialog box, press	To

TAB	Move to the next option or option group
SHIFT+TAB	Move to the previous option or option group
CTRL+TAB or CTRL+PAGE DOWN	Switch to the next tab in a dialog box
CTRL+SHIFT+TAB or CTRL+PAGE UP	Switch to the previous tab in a dialog box
Arrow keys	Move between options in the active drop-down list box or between some options in a group of options
SPACEBAR	Perform the action assigned to the active button (the button with the dotted outline), or select or clear the active check box
Letter key for the first letter in the option name you want (when a drop-down list box is selected)	Move to an option in a drop-down list box
ALT+*letter*, where *letter* is the key for the underlined letter in the option name	Select an option, or select or clear a check box
ALT+DOWN ARROW	Open the selected drop-down list box
ENTER	Perform the action assigned to the default command button in the dialog box (the button with the bold outline — often the **OK** button)
ESC	Cancel the command and close the dialog box

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Keys for edit boxes in dialog boxes

In an edit box, press	**To**
HOME	Move to the beginning of the entry
END	Move to the end of the entry
LEFT ARROW or RIGHT ARROW	Move one character to the left or right
CTRL+LEFT ARROW	Move one word to the left
CTRL+RIGHT ARROW	Move one word to the right
SHIFT+LEFT ARROW	Select or unselect one character to the left
SHIFT+RIGHT ARROW	Select or unselect one character to the right
CTRL+SHIFT+LEFT ARROW	Select or unselect one word to the left
CTRL+SHIFT+RIGHT ARROW	Select or unselect one word to the right

SHIFT+HOME	Select from the insertion point to the beginning of the entry
SHIFT+END	Select from the insertion point to the end of the entry