

Other Shortcut Keys

KEY	DESCRIPTION
ALT	Press this key to display the Key Tips (new shortcuts) on the ribbon. Letters will appear on the ribbon for each of the tabs. Just press the letter to display the ribbon.
ARROW KEYS	These keys are used to move one cell up, down, left, or right in a worksheet. In a dialog box, arrow keys move between options in an open drop-down list, or between options in a group of options.
CTRL+ARROW KEY	This key combination is used to move to the edge of the current data range in a worksheet. A data range is a range of cells that contains data and is bound by empty cells or datasheet borders.
SHIFT+ARROW KEY	Press this key combination to extend the selection of cells by one cell.
CTRL+SHIFT+ARROW KEY	Use this key combination to extend the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell.
BACKSPACE	This key is used delete one character to the left in the Formula Bar. It is also used to clear the contents of the active cell. In cell editing mode, it is used to delete the character to the left of the insertion point.
DELETE	To remove the cell contents (data and formulas) from selected cells without affecting cell formats or comments, press this key. In cell editing mode, it deletes the character to the right of the insertion point.
END	Press this key to turn End mode on. In End mode, it is possible to press an arrow key to move to the next nonblank cell in the same column or row as the active cell. If the cells are blank, pressing END followed by an arrow key moves to the last cell in the row or column.
CTRL+END	Use this key combination to move to the last cell of the worksheet. If the cursor is in the formula bar, CTRL+END moves the cursor to the end of the text.
CTRL+SHIFT+END	If the cursor is in the formula bar, this key combination selects all text in the formula bar from the cursor position to the end – this does not affect the height of the formula bar.
ENTER	Press this key to complete a cell entry from the cell or the Formula Bar and to move to the cell below. In a dialog box, this key performs the action for the default command button in the dialog box; the button with the bold outline.

KEY	DESCRIPTION
ALT+ENTER	This key combination is used to start a new line in the same cell. The second line will not display in the Formula Bar when the cell is selected.
CTRL+ENTER	Use this key combination to fill the selected cell range with the current entry.
SHIFT+ENTER	To complete a cell entry and select the cell above the entry, use this key combination.
ESC	Press this key to cancel an entry in the cell or Formula Bar. To close an open menu or submenu, dialog box, or message window, press this key. This key is also used to close full screen mode when this mode has been applied, and to return to normal screen mode to display the ribbon and status bar again.
HOME	This key can be used to move to the beginning of a row in a worksheet. It also can be used to move to the cell in the upper-left corner of the window when SCROLL LOCK is turned on or to select the first command on the menu when a menu or submenu is visible.
CTRL+HOME	Use these keys to move to the beginning of a worksheet. It does not matter where you are in a worksheet, this key combination will go to the first cell.
CTRL+SHIFT+HOME	Press these keys to extend the selection of cells to the beginning of the worksheet.
PAGE DOWN	This key is used to move one screen down in a worksheet.
ALT+PAGE DOWN	Use this key combination to move one screen to the right in a worksheet.
CTRL+PAGE DOWN	To move to the next sheet in a workbook, press this key combination.
CTRL+SHIFT+PAGE DOWN	Press these keys to select the current and next sheet in a workbook.
PAGE UP	This key can be used to move one screen up in a worksheet.
ALT+PAGE UP	To move one screen to the left in a worksheet, use these keys.
CTRL+PAGE UP	Use this key combination to move to the previous sheet in a workbook.
CTRL+SHIFT+PAGE UP	Press these keys to select the current and previous sheet in a workbook.
SPACEBAR	In a dialog box, press this key to perform the action for the selected button, or to select or clear a check box.
CTRL+SPACEBAR	To select an entire column in a worksheet, use this key combination.
SHIFT+SPACEBAR	Use this key combination to select an entire row in a worksheet.

KEY	DESCRIPTION
CTRL+SHIFT+SPACEBAR	This key combination selects the entire worksheet. If the worksheet contains data, pressing these keys selects the current region. When an object is selected, pressing these keys selects all objects on a worksheet.
CTRL+SHIFT+SPACEBAR	Pressing these keys a second time selects the current region and its summary rows.
CTRL+SHIFT+SPACEBAR	To select the entire worksheet, press these keys a third time.
ALT+SPACEBAR	Press these keys to display the Control menu for the Excel window.
TAB	This key can be used to move one cell to the right in a worksheet. This key can also be used to move between unlocked cells in a protected worksheet or to move to the next option or option group in a dialog box.
SHIFT+TAB	Use this key combination to move to the previous cell in a worksheet or the previous option in a dialog box.
CTRL+TAB	These keys can be used to switch to the next tab in a dialog box.
CTRL+SHIFT+TAB	To switch to the previous tab in a dialog box, press this key combination.