

Keyboard shortcuts

To print this topic, press TAB to select **Show All**, press ENTER, and then press CTRL+P.

Keys for the Office Assistant and Help window

▼ Display and use the Office Assistant

To perform the following actions, the Microsoft Office Assistant must be turned on and visible. To turn on or show the Office Assistant, press ALT+H to open the Help menu, and then press O. With the Assistant visible, press F1 to display the Assistant balloon.

F1

Display the Assistant balloon (if the Assistant is turned off, F1 opens the Help window)

In the Assistant balloon

ALT+ *number*

Select a Help topic from the list the Assistant displays. ALT+1 is the first topic, ALT+2 is the second, and so on.

ALT+DOWN ARROW

Display more Help topics in the Assistant list

ALT+UP ARROW

Display previous Help topics in the Assistant list

ESC

Close an Assistant message or a tip

In some wizards or dialog boxes

TAB

Move to the Help  button in the wizard

SPACEBAR, with the Help button selected

Show the Assistant in a wizard or dialog box. To hide the Assistant, press SPACEBAR again. Note that not all wizards or dialog boxes have Help provided by the Assistant.

Note If you use a [screen review utility](#) (screen review utilities: Accessibility aids for people who are blind or have learning disabilities, such as dyslexia. These aids make on-screen information available as synthesized speech or a refreshable Braille display.) or other [accessibility aid](#) (accessibility aids: Utilities that make computers easier to use for people with disabilities. Examples of accessibility aids include screen readers, speech recognition programs, and on-screen keyboards.), you'll get the best results with Help if you enter questions in the **Answer Wizard** tab in the Help window rather than in the Office Assistant balloon or in the **Ask a Question** box.

▼ Display and use the Help window

To use the Help window, the Microsoft Office Assistant must be turned off. To turn off the Assistant, press F1 to display the Assistant. Press ALT+O to open the **Options** tab in the **Office Assistant** dialog box. Press ALT+U to clear the **Use the Office Assistant** check box, and then press ENTER. Press F1 to display the Help window.

F1

Display the Help window if the Assistant is turned off (if the Assistant is turned on, F1 displays the Assistant balloon).

In the Help window

F6

Switch between the Help topic and the **Contents, Answer Wizard, Index pane** (pane: A portion of the document window bounded by and separated from other portions by vertical or horizontal bars.)

TAB

Select the next hidden text or hyperlink, or **Show All** or **Hide All** at the top of a topic.

SHIFT+TAB

Select the previous hidden text or hyperlink, or the **Browser View** button at the top of a Microsoft Office Web article.

ENTER

Perform the action for the selected **Show All**, **Hide All**, hidden text, or hyperlink

ALT+O

Display the **Options** menu to access any Help **toolbar** (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, use the **Customize** dialog box (point to **Toolbars** on the **View** menu and click **Customize**). To see more buttons, click **Toolbar Options** at the end of the toolbar.) command

ALT+O, and then press T

Hide or show the pane with the Contents, Answer Wizard, and Index tabs

ALT+O, and then press B

Display the previously viewed topic

ALT+O, and then press F

Display the next topic in a previously displayed sequence of topics

ALT+O, and then press H

Return to the specified home page

ALT+O, and then press S

Stop the Help window from opening a Help topic (useful if you want to stop a Web page from downloading)

ALT+O, and then press I

Open the **Internet Options** dialog box for Microsoft Internet Explorer, where you can change accessibility settings

ALT+O, and then press R

Refresh the topic (useful if you have linked to a Web page)

ALT+O, and then press P

Print all topics in a book or a selected topic only

ALT+F4

Close the Help window

Note If you use a **screen review utility** (screen review utilities: Accessibility aids for people who are blind or have learning disabilities, such as dyslexia. These aids make on-screen information available as synthesized speech or a refreshable Braille display.) or other **accessibility aid** (accessibility aids: Utilities that make computers easier to use for people with disabilities. Examples of accessibility aids include screen readers, speech recognition programs, and on-screen keyboards.), you'll get the best results with Help if you enter questions in the **Answer Wizard** tab in the Help window rather than in the Office Assistant balloon or in the **Ask a Question** box.

▼ Use the **Contents, Index, and Answer Wizard** pane

Press F6 to switch from the Help topic to the **Contents, Answer Wizard, Index** pane (pane: A portion of the document window bounded by and separated from other portions by vertical or horizontal bars.).

CTRL+TAB

Switch to the next tab

ALT+C

Switch to the **Contents** tab

ALT+A

Switch to the **Answer Wizard** tab

ALT+I

Switch to the **Index** tab

ENTER

Open a selected book or Help topic

DOWN ARROW

Select the next book or Help topic

UP ARROW

Select the previous book or Help topic

SHIFT+F10

Display a shortcut menu

Note If you use a **screen review utility** (screen review utilities: Accessibility aids for people who are blind or have learning disabilities, such as dyslexia. These aids make on-screen information available as synthesized speech or a refreshable Braille display.) or other **accessibility aid** (accessibility aids: Utilities that make computers easier to use for people with disabilities. Examples of accessibility aids include screen readers, speech recognition programs, and on-screen keyboards.), you'll get the best results with Help if you enter questions in the **Answer Wizard** tab in the Help window rather than in the Microsoft Office Assistant balloon or in the **Ask a Question** box.

▼ Use the Help topic pane

Press F6 to switch from the **Contents, Answer Wizard, Index** pane (pane: A portion of the document window bounded by and separated from other portions by vertical or horizontal bars.) to the open Help topic.

ALT+RIGHT ARROW

Go to the next Help topic

ALT+LEFT ARROW

Go to the previous Help topic

TAB

Select the next hidden text or hyperlink, or **Show All** or **Hide All** at the top of a topic.

SHIFT+TAB

Select the previous hidden text or hyperlink, or the **Browser View** button at the top of a Microsoft Office Web article.

ENTER

Perform the action for the selected **Show All**, **Hide All**, hidden text, or hyperlink

UP ARROW or DOWN ARROW

Scroll toward the beginning or end of a Help topic

PAGE UP or PAGE DOWN

Scroll toward the beginning or end of a Help topic in large increments

HOME or END

Go to the beginning or end of a Help topic

CTRL+P

Print the current Help topic

CTRL+A

Select the entire Help topic

CTRL+C

Copy the selected items to the Clipboard

SHIFT+F10

Display a **shortcut menu** (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHIFT+F10.)

Keys for the Office interface

▼ Display and use windows

ALT+TAB

Switch to the next program.

ALT+SHIFT+TAB

Switch to the previous program.

CTRL+ESC

Display the Windows **Start** menu.

CTRL+W or CTRL+F4

Close the selected workbook window.

CTRL+F5

Restore the window size of the selected workbook window.

F6

Switch to the next pane in a worksheet that has been split (**Window** menu, **Split** command).

SHIFT+F6

Switch to the previous pane in a worksheet that has been split.

CTRL+F6

When more than one workbook window is open, switch to the next workbook window.

CTRL+SHIFT+F6

Switch to the previous workbook window.

CTRL+F7

When a workbook window is not maximized, perform the **Move** command (on the **Control** menu for the workbook window). Use the arrow keys to move the window, and when finished press ESC.

CTRL+F8

When a workbook window is not maximized, perform the **Size** command (on the **Control** menu for the workbook window). Use the arrow keys to resize the window, and when finished press ESC.

CTRL+F9

Minimize a workbook window to an icon.

CTRL+F10

Maximize or restore the selected workbook window.

PRTSCR

Copy a picture of the screen to the Clipboard.

ALT+PRINT SCREEN

Copy a picture of the selected window to the Clipboard.

 Access and use smart tags**ALT+SHIFT+F10**

Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message.

DOWN ARROW

Select the next item in a smart tag menu.

UP ARROW

Select the previous item in a smart tag menu.

ENTER

Perform the action for the selected item in a smart tag menu.

ESC

Close the smart tag menu or message.

 Tip

You can ask to be notified by a sound whenever a smart tag appears. To hear audio cues, you must have a sound card. You must also have Microsoft Office Sounds installed on your computer.

If you have access to the World Wide Web, you can download Microsoft Office Sounds from the [Microsoft Office Web site](#). On the **Help** menu, click **Office on the Web** and search for "Microsoft Office Sounds." After you've installed the sound files, you need to select the **Provide feedback with sound** check box on the **General** tab of the **Options** dialog box (**Tools** menu). When you select (or clear) this check box, the setting affects all Office programs that support sound.

Note The [hyperlinks](#) (hyperlink: Colored and underlined text or a graphic that you click to go to a file, a location in a file, an HTML page on the World Wide Web, or an HTML page on an intranet. Hyperlinks can also go to newsgroups and to Gopher, Telnet, and FTP sites.) in this topic goes to the Web. You can switch back to Help at any time.

 Access and use task panes**F6**

Move to a [task pane](#) (task pane: A window within an Office application that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.) from another pane in the program window. (You may need to press F6 more than once.)

Note If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar, and then pressing CTRL+TAB to move to the task pane.

CTRL+TAB

When a menu or [toolbar](#) (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, use the **Customize** dialog box (point to **Toolbars** on the **View** menu and click **Customize**). To see more buttons, click **Toolbar Options** at the end of the toolbar.) is active, move to a task pane. (You may need to press CTRL+TAB more than once.)

TAB or SHIFT+TAB

When a task pane is active, select the next or previous option in the task pane

CTRL+DOWN ARROW

Display the full set of commands on the task pane menu

DOWN ARROW or UP ARROW

Move among choices in a selected submenu; move among certain options in a group of options

SPACEBAR or ENTER

Open the selected menu, or perform the action assigned to the selected button

SHIFT+F10

Open a [shortcut menu](#) (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHIFT+F10.); open a drop-down menu for the selected gallery item

HOME or END

When a menu or submenu is visible, select the first or last command on the menu or submenu

PAGE UP or PAGE DOWN

Scroll up or down in the selected gallery list

CTRL+HOME or CTRL+END

Move to the top or bottom of the selected gallery list

▼ [Access and use menus and toolbars](#)

F10 or ALT

Select the [menu bar](#) (menu bar: The horizontal bar below the title bar that contains the names of menus. A menu bar can be the built-in menu bar or a custom menu bar.), or close an open menu and submenu at the same time.

TAB or SHIFT+TAB

When a toolbar is selected, select the next or previous button or menu on the toolbar.

CTRL+TAB or CTRL+SHIFT+TAB

When a toolbar is selected, select the next or previous toolbar.

ENTER

Open the selected menu, or perform the action for the selected button or command.

SHIFT+F10

Display the [shortcut menu](#) (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHIFT+F10.) for the selected item.

ALT+SPACEBAR

Display the **Control** menu for the Excel window.

DOWN ARROW or UP ARROW

When a menu or submenu is open, select the next or previous command.

LEFT ARROW or RIGHT ARROW

Select the menu to the left or right. When a submenu is open, switch between the main menu and the submenu.

HOME or END

Select the first or last command on the menu or submenu.

ESC

Close an open menu. When a submenu is open, close only the submenu.

CTRL+DOWN ARROW

Display the full set of commands on a menu.

CTRL+7

Show or hide the **Standard** toolbar.

Note You can select any menu command on the menu bar or on a displayed 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 that contains the command you want. In the menu that appears, press the underlined letter in the command that you want.

▼ [Resize and move toolbars and task panes](#)

1. Press ALT to select the [menu bar](#) (menu bar: The horizontal bar below the title bar that contains the names of menus. A menu bar can be the built-in menu bar or a custom menu bar.).
2. Press CTRL+TAB repeatedly to select the [toolbar](#) (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, use the **Customize** dialog box (point to **Toolbars** on the **View** menu and click **Customize**). To see more buttons, click **Toolbar Options** at the end of the toolbar.) or [task pane](#) (task pane: A window within an Office application that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.) you want.
3. Do one of the following:

▼ [Resize a toolbar](#)

1. In the toolbar, press CTRL+SPACE to display the **Toolbar Options** menu.

2. Select the **Size** command, and then press ENTER.
3. Use the arrow keys to resize the toolbar.

▼ Move a toolbar

1. In the toolbar, press CTRL+SPACE to display the **Toolbar Options** menu.
2. Select the **Move** command, and then press ENTER.
3. Use the arrow keys to position the toolbar. Press CTRL+ the arrow keys to move one pixel at a time. To undock the toolbar, press DOWN ARROW repeatedly. To dock the toolbar vertically on the left or right side, press LEFT ARROW or RIGHT ARROW respectively when the toolbar is all the way to the left or right side.

▼ Resize a task pane

1. In the task pane, press CTRL+SPACE to display a menu of additional commands.
2. Use the DOWN ARROW key to select the **Size** command, and then press ENTER.
3. Use the arrow keys to resize the task pane. Use CTRL+ the arrow keys to resize by one pixel at a time.

▼ Move a task pane

1. In the task pane, press CTRL+SPACE to display a menu of additional commands.
2. Use the DOWN ARROW key to select the **Move** command, and then press ENTER.
3. Use the arrow keys to position the task pane. Use CTRL+ the arrow keys to move one pixel at a time.
4. When you are finished moving or resizing, press ESC.

▼ Use dialog boxes

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 an open drop-down list, or between options in a group of options.

SPACEBAR

Perform the action for the selected button, or select or clear the selected check box.

First letter of an option in a drop-down list

Open the list if it is closed and move to that option in the list.

ALT+ the underlined letter in an option

Select an option, or select or clear a check box.

ALT+DOWN ARROW

Open the selected drop-down list.

ENTER

Perform the action for 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.

▼ Use edit boxes within dialog boxes

An edit box is a blank in which you type or paste an entry, such as your user name or the [path](#) (path: The route the operating system uses to locate a folder or file; for example, C:\House finances\March.doc.) to a folder.

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.

► Use the **Open**, **Save As**, and **Insert Picture** dialog boxes

The **Open**, **Insert Picture**, and **Save As** dialog boxes support standard dialog box keyboard shortcuts. (To view standard shortcuts for dialog boxes, refer to the **Use Dialog Boxes** and **Use Edit Boxes Within Dialog Boxes** sections in the main Keyboard Shortcuts topic.) These dialog boxes also support the shortcuts below.

ALT+1

Go to the previous folder 

ALT+2

Up One Level  button: open the folder up one level above the open folder

ALT+3

Search the Web  button: close the dialog box and open your Web [search page](#) (search page: A page from which you can find and go to other Internet sites or to documents on an intranet. Many search pages provide various ways to search, such as by topic, by keyword, or by matches to user queries.)

ALT+4

Delete  button: delete the selected folder or file

ALT+5

Create New Folder  button: create a new folder

ALT+6

Views  button: switch among available folder views

ALT+7 or ALT+L

Tools button: show the **Tools** menu

SHIFT+F10

Display a [shortcut menu](#) (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHIFT+F10.) for a selected item such as a folder or file

TAB

Move between options or areas in the dialog box

F4 or ALT+I

Open the **Look in** list

F5

Refresh the file list

Keys for workbooks and worksheets

▼ Preview and print

CTRL+P or CTRL+SHIFT+F12

Display the **Print** dialog box.

Use the following keys in print preview (to get to print preview, press ALT+F, then press V):

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.

▼ Work with worksheets

SHIFT+F11 or ALT+SHIFT+F1

Insert a new worksheet.

CTRL+PAGE DOWN

Move to the next sheet in the workbook.

CTRL+PAGE UP

Move to the previous sheet in the workbook.

SHIFT+CTRL+PAGE DOWN

Select the current and next sheet. To cancel selection of multiple sheets, press CTRL+PAGE DOWN or, to select a different sheet, press CTRL+PAGE UP.

SHIFT+CTRL+PAGE UP

Select the current and previous sheet.

ALT+O H R

Rename the current sheet (**Format** menu, **Sheet** submenu, **Rename** command).

ALT+E M

Move or copy the current sheet (**Edit** menu, **Move or Copy Sheet** command).

ALT+E L

Delete the current sheet (**Edit** menu, **Delete Sheet** command).

▼ Move and scroll within worksheets

Arrow keys

Move one cell up, down, left, or right.

CTRL+arrow key

Move to the edge of the current **data region** (data region: A range of cells that contains data and that is bounded by empty cells or worksheet borders.).

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, in the bottom-most used row of the rightmost used column.

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.

F6

Switch to the next pane in a worksheet that has been split (**Window** menu, **Split** command).

SHIFT+F6

Switch to the previous pane in a worksheet 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.

 Move within a selected range**ENTER**

Move from top to bottom within the selected range.

SHIFT+ENTER

Move from bottom to top within the selected range.

TAB

Move from left to right within the selected range. If cells in a single column are selected, move down.

SHIFT+TAB

Move from right to left within the selected range. If cells in a single column are selected, move up.

CTRL+PERIOD

Move clockwise to the next corner of the selected range.

CTRL+ALT+RIGHT ARROW

In nonadjacent selections, switch to the next selection to the right.

CTRL+ALT+LEFT ARROW

Switch to the next nonadjacent selection to the left.

Note You can change the direction of movement after pressing ENTER or SHIFT+ENTER: press ALT+T and then O (**Tools** menu, **Options** command), press CTRL+TAB until the **Edit** tab is selected, and then change the **Move selection after Enter** settings.

 Move and scroll in End mode

END appears in the status bar when End mode is selected.

END key

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, in the bottom-most used row of the rightmost used column.

END+ENTER

Move to the rightmost nonblank cell in the current row. This key sequence does not work if you have turned on transition navigation keys (**Tools** menu, **Options** command, **Transition** tab).

 Move and scroll with SCROLL LOCK on

When you use scrolling keys (such as PAGE UP and PAGE DOWN) with SCROLL LOCK off, cell selection moves the distance you scroll. To scroll without changing which cells are selected, turn on SCROLL LOCK first.

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.

Keys for selecting data and cells **Select cells, rows and columns, and objects****CTRL+SPACEBAR**

Select the entire column.

SHIFT+SPACEBAR

Select the entire row.

CTRL+A

Select the entire worksheet.

SHIFT+BACKSPACE

With multiple cells selected, select only the active cell.

CTRL+SHIFT+SPACEBAR

With an object selected, select all objects on a sheet.

CTRL+6

Alternate between hiding objects, displaying objects, and displaying placeholders for objects.

 Select cells with specific characteristics**CTRL+SHIFT+* (asterisk)**

Select the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable report, select the entire PivotTable report.

CTRL+/

Select the [array](#) (array: Used to build single formulas that produce multiple results or that operate on a group of arguments that are arranged in rows and columns. An array range shares a common formula; an array constant is a group of constants used as an argument.) containing the active cell.

CTRL+SHIFT+O (the letter O)

Select all cells that contain comments.

CTRL+

In a selected row, select the cells that don't match the value in the active cell.

CTRL+SHIFT+|

In a selected column, select the cells that don't match the value in the active cell.

CTRL+[(opening bracket)

Select all cells directly referenced by formulas in the selection.

CTRL+SHIFT+{ (opening brace)

Select all cells directly or indirectly referenced by formulas in the selection.

CTRL+] (closing bracket)

Select cells that contain formulas that directly reference the active cell.

CTRL+SHIFT+} (closing brace)

Select cells that contain formulas that directly or indirectly reference the active cell.

ALT+; (semicolon)

Select the visible cells in the current selection.

 Extend a selection**F8**

Turn extend mode on or off. In extend mode, **EXT** appears in the status line, and the arrow keys extend the selection.

SHIFT+F8

Add another range of cells to the selection; or use the arrow keys to move to the start of the range you want to add, and then press F8 and the arrow keys to select the next range.

SHIFT+arrow key

Extend the selection by one cell.

CTRL+SHIFT+arrow key

Extend the selection to the last nonblank cell in the same column or row as the active cell.

SHIFT+HOME

Extend the selection to the beginning of the row.

CTRL+SHIFT+HOME

Extend the selection to the beginning of the worksheet.

CTRL+SHIFT+END

Extend the selection to the last used cell on the worksheet (lower-right corner).

SHIFT+PAGE DOWN

Extend the selection down one screen.

SHIFT+PAGE UP

Extend the selection up one screen.

END+SHIFT+arrow key

Extend the selection to the last nonblank cell in the same column or row as the active cell.

END+SHIFT+HOME

Extend the selection to the last used cell on the worksheet (lower-right corner).

END+SHIFT+ENTER

Extend the selection to the last cell in the current row. This key sequence does not work if you have turned on transition navigation keys (**Tools** menu, **Options** command, **Transition** tab).

SCROLL LOCK+SHIFT+HOME

Extend the selection to the cell in the upper-left corner of the window.

SCROLL LOCK+SHIFT+END

Extend the selection to the cell in the lower-right corner of the window.

Keys for entering, editing, formatting, and calculating data **Enter data****ENTER**

Complete a cell entry and select the cell below.

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 select the previous cell above.

TAB

Complete a cell entry and select the next cell to the right.

SHIFT+TAB

Complete a cell entry and select the previous cell to the left.

ESC

Cancel a cell entry.

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.

CTRL+SHIFT+F3

Create **names** (name: A word or string of characters that represents a cell, range of cells, formula, or constant value. Use easy

to understand names, such as Products to refer to hard to understand ranges, such as Sales!C20:C30.) from row and column labels.

CTRL+D

Fill down.

CTRL+R

Fill to the right.

CTRL+F3

Define a name.

CTRL+K

Insert a [hyperlink](#) (hyperlink: Colored and underlined text or a graphic that you click to go to a file, a location in a file, an HTML page on the World Wide Web, or an HTML page on an intranet. Hyperlinks can also go to newsgroups and to Gopher, Telnet, and FTP sites.).

ENTER (in a cell with a hyperlink)

Activate a hyperlink.

CTRL+; (semicolon)

Enter the date.

CTRL+SHIFT+: (colon)

Enter the time.

ALT+DOWN ARROW

Display a drop-down list of the values in the current column of a [list](#) (list: A series of worksheet rows that contain related data, such as an invoice database or a set of client names and phone numbers. The first row of the list has labels for the columns.).

CTRL+Z

Undo the last action.

▼ Enter special characters

Press F2 to edit the cell, turn on NUM LOCK, and then press the following keys by using the numeric key pad:

ALT+0162

Enters the cent character ¢.

ALT+0163

Enters the pound sterling character £.

ALT+0165

Enters the yen symbol ¥.

ALT+0128

Enters the euro symbol €.

▼ Enter and calculate formulas

= (equal sign)

Start a formula.

F2

Move the insertion point into the Formula Bar when editing in a cell is turned off.

BACKSPACE

In the Formula Bar, delete one character to the left.

ENTER

Complete a cell entry from the cell or Formula Bar.

CTRL+SHIFT+ENTER

Enter a formula as an [array formula](#) (array formula: A formula that performs multiple calculations on one or more sets of values, and then returns either a single result or multiple results. Array formulas are enclosed between braces { }, and are entered by pressing CTRL+SHIFT+ENTER.).

ESC

Cancel an entry in the cell or Formula Bar.

SHIFT+F3

In a formula, display the **Insert Function** dialog box.

CTRL+A

When the insertion point is to the right of a function name in a formula, display the **Function Arguments** dialog box.

CTRL+SHIFT+A

When the insertion point is to the right of a function name in a formula, insert the argument names and parentheses.

F3

Paste a **defined name** (name: A word or string of characters that represents a cell, range of cells, formula, or constant value. Use easy to understand names, such as Products to refer to hard to understand ranges, such as Sales!C20:C30.) into a formula.

ALT+= (equal sign)

Insert an AutoSum formula with the SUM function.

CTRL+SHIFT+" (quotation mark)

Copy the value from the cell above the active cell into the cell or the Formula Bar.

CTRL+' (apostrophe)

Copies a formula 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 formulas.

F9

Calculate all worksheets in all open workbooks.

When a portion of a formula is selected, calculate the selected portion. You can then press ENTER or CTRL+SHIFT+ENTER (for array formulas) to replace the selected portion with the calculated value.

SHIFT+F9

Calculate the active worksheet.

CTRL+ALT+F9

Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.

CTRL+ALT+SHIFT+F9

Rechecks dependent formulas and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.

▼ Edit data

F2

Edit the active cell and position the insertion point at the end of the cell contents.

ALT+ENTER

Start a new line in the same cell.

BACKSPACE

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

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.

F7

Display the **Spelling** dialog box.

SHIFT+F2

Edit a cell comment.

ENTER

Complete a cell entry and select the next cell below.

CTRL+Z

Undo the last action.

ESC

Cancel a cell entry.

CTRL+SHIFT+Z

When the AutoCorrect Smart Tags is displayed, undo or redo the last automatic correction.

▼ Insert, delete, and copy cells

CTRL+C

Copy the selected cells.

CTRL+C, immediately followed by another CTRL+C

Display the Microsoft Office Clipboard (multiple copy and paste).

CTRL+X

Cut the selected cells.

CTRL+V

Paste copied cells.

DELETE

Clear the contents of the selected cells.

CTRL+HYPHEN

Delete the selected cells.

CTRL+SHIFT+PLUS SIGN

Insert blank cells.

 Format data**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 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 AM or PM.

CTRL+SHIFT+!

Apply the Number format with two decimal places, thousands separator, and minus sign (–) for negative values.

CTRL+B

Apply or remove bold formatting.

CTRL+I

Apply or remove italic formatting.

CTRL+U

Apply or remove underlining.

CTRL+5

Apply or remove strikethrough.

CTRL+9

Hide the selected rows.

CTRL+SHIFT+((opening parenthesis)

Unhide any hidden rows within the selection.

CTRL+0 (zero)

Hide the selected columns.

CTRL+SHIFT+) (closing parenthesis)

Unhide any hidden columns within the selection.

CTRL+SHIFT+&

Apply the outline border to the selected cells.

CTRL+SHIFT+_

Remove the outline border from the selected cells.

► Use the **Border** tab in the **Format Cells** dialog box

Press CTRL+1 to display this dialog box.

ALT+T

Apply or remove the top border.

ALT+B

Apply or remove the bottom border.

ALT+L

Apply or remove the left border.

ALT+R

Apply or remove the right border.

ALT+H

If cells in multiple rows are selected, apply or remove the horizontal divider.

ALT+V

If cells in multiple columns are selected, apply or remove the vertical divider.

ALT+D

Apply or remove the downward diagonal border.

ALT+U

Apply or remove the upward diagonal border.

Keys for filtering, outlining, and managing lists

► Use data forms (**Data** menu, **Form** command)

DOWN ARROW

Move to the same field in the next record.

UP ARROW

Move to the same field in the previous record.

TAB and SHIFT+TAB

Move to each field in the record, then to each command button.

ENTER

Move to the first field in the next record.

SHIFT+ENTER

Move to the first field in the previous record.

PAGE DOWN

Move to the same field 10 records forward.

CTRL+PAGE DOWN

Start a new, blank record.

PAGE UP

Move to the same field 10 records back.

CTRL+PAGE UP

Move to the first record.

HOME or END

Move to the beginning or end of a field.

SHIFT+END

Extend selection to the end of a field.

SHIFT+HOME

Extend selection to the beginning of a field.

LEFT ARROW or RIGHT ARROW

Move one character left or right within a field.

SHIFT+LEFT ARROW

Select the character to the left within a field.

SHIFT+RIGHT ARROW

Select the character to the right within a field.

► Filter lists (**Data** menu, **AutoFilter** command)

ALT+DOWN ARROW

In the cell that contains the drop-down arrow, displays the AutoFilter list for the current column.

DOWN ARROW

Selects the next item in the AutoFilter list.

UP ARROW

Selects the previous item in the AutoFilter list.

ALT+UP ARROW

Closes the AutoFilter list for the current column.

HOME

Selects the first item (**All**) in the AutoFilter list.

END

Selects the last item in the AutoFilter list.

ENTER

Filters the list based on the item selected from the AutoFilter list.

▼ Show, hide, and outline data

ALT+SHIFT+RIGHT ARROW

Groups rows or columns.

ALT+SHIFT+LEFT ARROW

Ungroups rows or columns.

CTRL+8

Displays or hides the outline symbols.

CTRL+9

Hides the selected rows.

CTRL+SHIFT+((opening parenthesis)

Unhides any hidden rows within the selection.

CTRL+0 (zero)

Hides the selected columns.

CTRL+SHIFT+) (closing parenthesis)

Unhides any hidden columns within the selection.

Keys for PivotTable and PivotChart reports

▼ Lay out a report onscreen

1. Press F10 to make the menu bar active.
2. Press CTRL+TAB or CTRL+SHIFT+TAB to make the **PivotTable Field List** active.
3. Press the DOWN ARROW or UP ARROW key to select the field you want. Press RIGHT ARROW or LEFT ARROW to open or close a field that can be expanded.
4. Press TAB to select the **Add To** list, and then press DOWN ARROW to open the list.
5. Press DOWN ARROW or UP ARROW to select the area where you want to move the field, and then press ENTER.
6. Press TAB to select the **Add To** button, and then press ENTER.

▼ Use the **PivotTable and PivotChart Wizard – Layout** dialog box

To display this dialog box, press TAB until **Layout** is selected in Step 3 of the PivotTable and PivotChart Wizard.

UP ARROW or DOWN ARROW

Selects the previous or next field button in the list on the right.

LEFT ARROW or RIGHT ARROW

With two or more columns of field buttons, selects the button to the left or right.

ALT+R

Moves the selected field into the Row area.

ALT+C

Moves the selected field into the Column area.

ALT+D

Moves the selected field into the Data area.

ALT+P

Moves the selected field into the Page area.

ALT+L

Displays the **PivotTable Field** dialog box for the selected field.

 Display and hide items in a field**ALT+DOWN ARROW**

Displays the drop-down list for a field in a PivotTable or PivotChart report. Use the arrow keys to select the field.

UP ARROW

Selects the previous item in the list.

DOWN ARROW

Selects the next item in the list.

RIGHT ARROW

For an item that has lower-level items available, displays the lower-level items.

LEFT ARROW

For an item that has lower-level items displayed, hides the lower-level items.

HOME

Selects the first visible item in the list.

END

Selects the last visible item in the list.

ENTER

Closes the list and displays the selected items.

SPACEBAR

Checks, double-checks, or clears a check box in the list. Double-check selects both an item and all of its lower-level items.

TAB

Switches between the list, the **OK** button, and the **Cancel** button.

 Change the layout of a report**CTRL+SHIFT+* (asterisk)**

Selects an entire PivotTable report.

ALT+SHIFT+RIGHT ARROW

Groups the selected items in a PivotTable field.

ALT+SHIFT+LEFT ARROW

Ungroups grouped items in a PivotTable field.

Keys for charts **Create charts and select chart elements****F11 or ALT+F1**

Creates a chart of the data in the current range.

CTRL+PAGE DOWN

Selects a chart sheet: selects the next sheet in the workbook, until the chart sheet you want is selected.

CTRL+PAGE UP

Selects a chart sheet: selects the previous sheet in the workbook, until the chart sheet you want is selected.

DOWN ARROW

Select the previous group of elements in a chart.

UP ARROW

Selects the next group of elements in a chart.

RIGHT ARROW

Selects the next element within a group.

LEFT ARROW

Selects the previous element within a group.

▼ **Select an embedded chart**

1. Display the **Drawing** toolbar: Press ALT+V, press T, press DOWN ARROW until **Drawing** is selected, and then press ENTER.
2. Press F10 to make the menu bar active.
3. Press CTRL+TAB or CTRL+SHIFT+TAB to select the **Drawing** toolbar.
4. Press the RIGHT ARROW key to select the **Select Objects**  button on the **Drawing** toolbar.
5. Press CTRL+ENTER to select the first object.
6. Press the TAB key to cycle forward (or SHIFT+TAB to cycle backward) through the objects until round **sizing handles** (**sizing handle: One of the small circles or squares that appears at the corners and sides of a selected object. You drag these handles to change the size of the object.**) appear on the embedded chart you want to select.
7. Press CTRL+ENTER to make the chart active so that you can select elements within it.

Keys for drawing objects and other objects

When both the **Reviewing** and **Drawing** toolbars are onscreen, ALT+U switches between the **Review** command and the **AutoShapes** command, and ENTER performs the selected command.

▼ **Select a drawing object**

When you're editing text in a drawing object, you can select the next or previous object by pressing TAB or SHIFT+TAB. Starting from a worksheet, do the following:

1. Press F10, press CTRL+TAB to select the **Drawing** toolbar, and then press RIGHT ARROW to select the **Select Objects**  button.
2. Press CTRL+ENTER to select the first drawing object.
3. Press the TAB key to cycle forward (or SHIFT+TAB to cycle backward) through the objects until sizing handles appear on the object you want to select.
If an object is grouped, TAB selects the group, then each object within the group, and then the next object.
4. To switch back to the worksheet when an object is selected, press ESC.

▼ **Insert an AutoShape**

1. Press ALT+U to select the **AutoShapes** menu on the **Drawing** toolbar.
2. Use the arrow keys to move to the category of AutoShapes you want, and then press the RIGHT ARROW key.
3. Use the arrow keys to select the AutoShape you want.
4. Press CTRL+ENTER.
5. To format the AutoShape, press CTRL+1 to display the **Format AutoShape** dialog box.

▼ **Insert a text box**

1. Press F10, press CTRL+TAB to select the **Drawing** toolbar, and then press RIGHT ARROW to select the **Text Box**  button.
2. Press CTRL+ENTER.
3. Type the text you want in the text box.
4. Do one of the following:
To return to the worksheet when you are finished typing, press ESC twice.
To format the text box, press ESC, and then press CTRL+1 to display the **Format Text Box** dialog box. When you finish formatting, press ENTER, and then press ESC to return to the worksheet.

▼ **Insert WordArt**

1. Press ALT+I, then press P, then press W (**Insert** menu, **Picture** submenu, **WordArt** command).
2. Use the arrow keys to select the WordArt style you want, and then press ENTER.
3. Type the text you want, and then use the TAB key to select other options in the dialog box.
4. Press ENTER to insert the WordArt object.
5. To format the WordArt object, use the tools on the **Word Art** toolbar, or press CTRL+1 to display the **Format WordArt** dialog box.

▼ Rotate a drawing object

1. Select the drawing object you want to rotate.
2. Press CTRL+1 to display the **Format** menu for the object, and then press CTRL+TAB to select the **Size** tab.
3. Press ALT+T to select the **Rotation** box.
4. Use the arrow keys to select the amount of rotation you want.

▼ Change the size of a drawing object

1. Select the drawing object you want to resize.
2. Press CTRL+1 to display the **Format** menu for the object, and then press CTRL+TAB to select the **Size** tab.
3. Select the options you want to change the size.

▼ Move a drawing object

1. Select the drawing object you want to move.
2. Press the arrow keys to move the object.
3. To position the object precisely, press CTRL+ an arrow key to move the object in one-pixel increments.

▼ Copy drawing objects and their attributes

To make a copy of a drawing object, select the object and press CTRL+D. To copy attributes such as fill color and line style from one object to another, do the following:

1. Select the drawing object with the attributes you want to copy.
For AutoShapes with text, the text format is copied along with the other attributes.
2. Press CTRL+SHIFT+C to copy the object attributes.
3. Press TAB or SHIFT+TAB to select the object you want to copy the attributes to.
4. Press CTRL+SHIFT+V to copy the attributes to the object.

Keys for use with speech, e-mail, macros, and other languages

▼ Use speech recognition and text-to-speech

CTRL

Switches between command mode and dictation mode.

ESC

Stops reading when text is being read aloud.

▼ Send e-mail messages

To use keys to send e-mail messages, you must configure Microsoft Outlook as your default e-mail program. Most of these keys do not work with Outlook Express.

SHIFT+TAB

When cell A1 is selected, moves to the **Introduction** box in the e-mail message header. In the message header, moves to the **Subject**, **Bcc** (if displayed), **Cc**, **To**, and **From** (if displayed) boxes, then to the address book for the **Bcc**, **Cc**, **To**, and **From** boxes, and then to cell A1.

ALT+S

Sends the e-mail message.

CTRL+SHIFT+B

Opens the Address Book.

ALT+O

Opens the **Options** menu for access to the **Options**, **Bcc Field**, and **From Field** commands.

ALT+P

Opens the Outlook **Message Options** dialog box (**Options** menu, **Options** command).

ALT+K

Checks the names in the **To**, **Cc**, and **Bcc** boxes against the Address Book.

ALT+PERIOD

Opens the Address Book for the **To** box.

ALT+C

Opens the Address Book for the **Cc** box.

ALT+B

If the **Bcc** box is displayed, opens the Address Book for the **Bcc** box.

ALT+J

Goes to the **Subject** box.

CTRL+SHIFT+G

Creates a message flag.

ALT+A

Adds interactivity to the range or sheet being sent.

 Work with macros**ALT+F8**

Displays the **Macro** dialog box.

ALT+F11

Displays the Visual Basic Editor.

CTRL+F11

Inserts a Microsoft Excel 4.0 macro sheet.

 Work with multiple national languages**CTRL+RIGHT SHIFT**

Switches to right-to-left paragraph direction (the text must contain only **neutral characters** (**neutral characters: Characters that do not have strong right-to-left or left-to-right language attributes. Numerals are an example of neutral characters.**)).

CTRL+LEFT SHIFT

Switches to left-to-right paragraph direction (the text must contain only neutral characters).

ALT+SHIFT+UP ARROW

In Japanese text for which you've displayed phonetic guides, moves the pointer into the phonetic guides.

ALT+SHIFT+DOWN ARROW

Moves the pointer from the phonetic guides back to the parent string of characters.

NUM LOCK, ALT+numeric pad numbers

Enter a unicode character.

ALT+X

Pressed immediately after typing the hexadecimal code for a unicode character, converts the numbers to the character.

Pressed immediately following a unicode character, converts the character to its hexadecimal code.