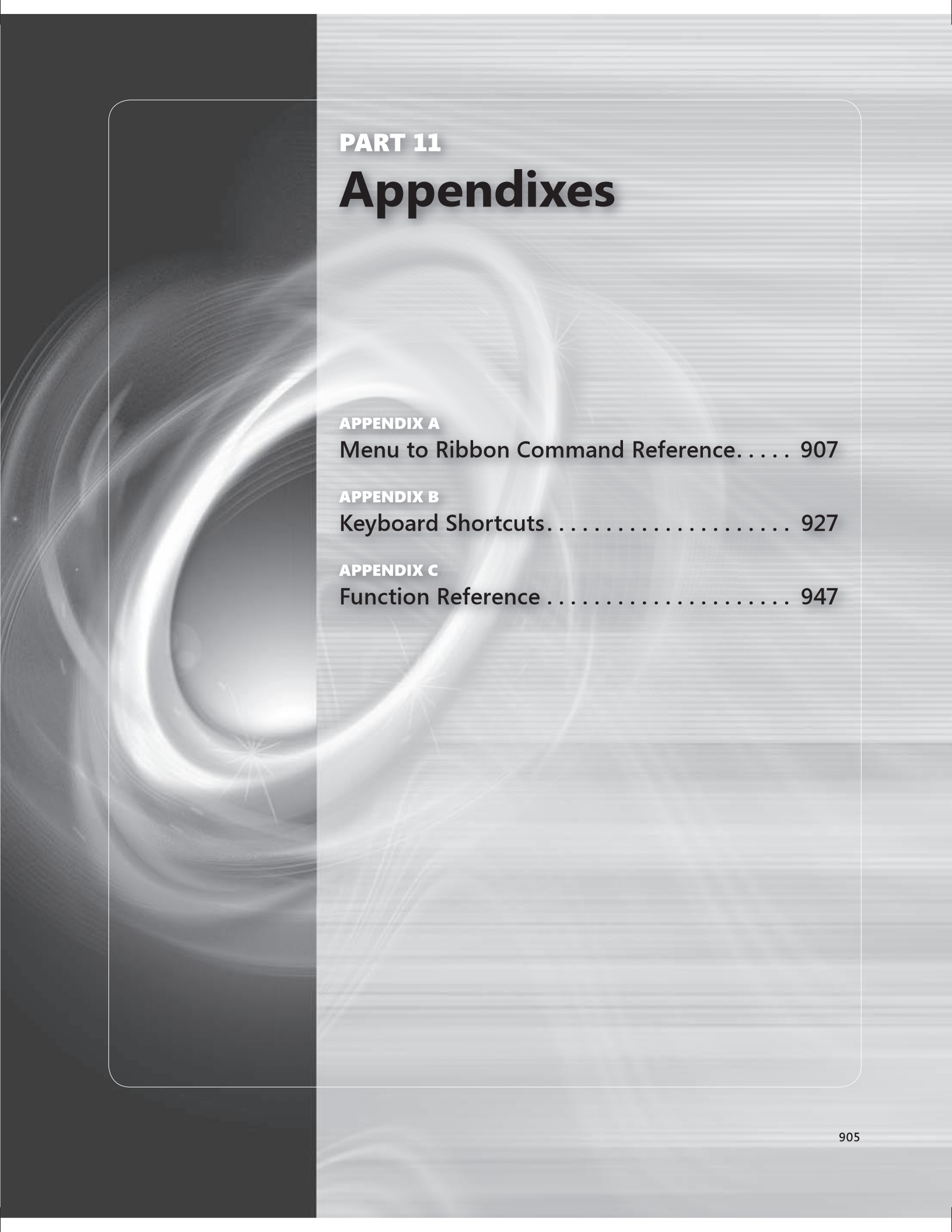




PART 11

Appendixes

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APPENDIX A

Menu to Ribbon Command Reference

This appendix lists the menu commands and major toolbar buttons from Microsoft Excel 2003 and shows you where to find the equivalent functionality in Microsoft Office Excel 2007. In most cases, Microsoft has relocated commands on the new Ribbon structure. In other cases, Excel 2007 has new and better features that replace old functionality using new nomenclature and renamed or repositioned commands. Also, Microsoft has removed a few Excel 2003 commands from Excel 2007. We've organized this appendix to reflect the Excel 2003 menu structure.

This appendix includes commands from all the menus but includes only the Standard and Formatting toolbars, which are usually displayed in Excel 2003. For information about the location of buttons on any of the 19 other toolbars, click the Help button, and type **Excel 2003 commands** in the Search box. Click the Reference topic where you can download a workbook containing lists of all the menu commands and toolbar buttons in Excel 2003 with their 2007 counterparts.

File Menu

Menu	Excel 2003 Location	Excel 2007 Location
File	Menu	Microsoft Office Button
File	New	Microsoft Office Button, New
File	Open	Microsoft Office Button, Open
File	Close	Microsoft Office Button, Close
File	Save	Quick Access Toolbar, Save
File	Save	Microsoft Office Button, Save
File	Save As	Microsoft Office Button, Save As
File	Save As Web Page	Microsoft Office Button, Save As, Save As Type, Web Page
File	Save Workspace	View tab, Window group, Save Workspace command
File	File Search	Windows Start button, Search
File	Permission, Unrestricted Access	Review tab, Changes group, Protect Workbook command, clear the Structure and Windows check boxes under Protect Workbook For
File	Permission, Do Not Distribute	Removed

Menu	Excel 2003 Location	Excel 2007 Location
File	Permission, Restrict Permission As	Review tab, Changes group, Track Changes, Highlight Changes, then specify Who, When, and Where.
File	Check Out	Microsoft Office Button, Server, Check Out
File	Check In	Microsoft Office Button, Server, Check In
File	Version History	Microsoft Office Button, Server, View Version History
File	Web Page Preview	You must add a button to the Quick Access Toolbar for this command: Microsoft Office Button, Excel Options, Customize category, All Commands, Web Page Preview
File	Page Setup	Page Layout tab, Page Setup group, Page Setup Dialog Box Launcher
File	Print Area, Set Print Area	Page Layout tab, Page Setup group, Print Area command, Set Print Area command
File	Print Area, Clear Print Area	Page Layout tab, Page Setup group, Print Area command, Clear Print Area command
File	Print Preview	Microsoft Office Button, Print, Print Preview
File	Print	Microsoft Office Button, Print
File	Print	Microsoft Office Button, Print, Print Preview tab, Print command
File	Send To, Mail Recipient	You must add a button to the Quick Access Toolbar for this command: Microsoft Office Button, Excel Options, Customize category, All Commands, Mail Recipient
File	Send To, Original Sender	Removed
File	Send To, Mail Recipient (For Review)	You must add a button to the Quick Access Toolbar for this command: Microsoft Office Button, Excel Options, Customize category, All Commands, Send For Review
File	Send To, Mail Recipient (As Attachment)	Microsoft Office Button, Send, E-Mail
File	Send To, Routing Recipient	Removed
File	Send To, Exchange Folder	You must add a button to the Quick Access Toolbar for this command: Microsoft Office Button, Excel Options, Customize category, All Commands, Send To Exchange Folder
File	Send To, Online Meeting Participant	Removed

Menu	Excel 2003 Location	Excel 2007 Location
File	Send To, Recipient Using Internet Fax Service	Microsoft Office Button, Send, Internet Fax
File	Properties	Microsoft Office Button, Prepare, Properties
File	Most Recently Used Documents	Microsoft Office Button, Recent Documents
File	Exit	Microsoft Office Button, Exit Excel
File	Sign Out	Removed

Edit Menu

Menu	Excel 2003 Location	Excel 2007 Location
Edit	Undo	Quick Access Toolbar, Undo
Edit	Redo	Quick Access Toolbar, Redo
Edit	Cut	Home tab, Clipboard group, Cut command
Edit	Copy	Home tab, Clipboard group, Copy command
Edit	Office Clipboard	Home tab, Clipboard group, Clipboard Dialog Box Launcher
Edit	Paste	Home tab, Clipboard group, Paste command
Edit	Paste Special	Home tab, Clipboard group, Paste command, Paste Special command
Edit	Paste As Hyperlink	Home tab, Clipboard group, Paste command, Paste As Hyperlink command
Edit	Fill, Down	Home tab, Editing group, Fill command, Down command
Edit	Fill, Right	Home tab, Editing group, Fill command, Right command
Edit	Fill, Up	Home tab, Editing group, Fill command, Up command
Edit	Fill, Left	Home tab, Editing group, Fill command, Left command
Edit	Fill, Across Worksheets	Home tab, Editing group, Fill command, Across Worksheets command
Edit	Fill, Series	Home tab, Editing group, Fill command, Series command
Edit	Fill, Justify	Home tab, Editing group, Fill command, Justify command
Edit	Clear, All	Home tab, Editing group, Clear command, Clear All command

Menu	Excel 2003 Location	Excel 2007 Location
Edit	Clear, Formats	Home tab, Editing group, Clear command, Clear Formats command
Edit	Clear, Contents	Home tab, Editing group, Clear command, Clear Contents command
Edit	Clear, Comments	Home tab, Editing group, Clear command, Clear Comments command
Edit	Delete	Home tab, Cells group, Delete command
Edit	Delete Sheet	Home tab, Cells group, Delete command, Delete Sheet command
Edit	Move Or Copy Sheet	Home tab, Cells group, Format command, Move Or Copy Sheet command
Edit	Find	Home tab, Editing group, Find & Select command, Find command
Edit	Replace	Home tab, Editing group, Find & Select command, Replace command
Edit	Go To	Home tab, Editing group, Find & Select command, Go To command
Edit	Links	You must add a button to the Quick Access Toolbar for this command: Microsoft Office Button, Excel Options, Customize, All Commands, Edit Links
Edit	Object	Select an object to see its associated drawing tools
Edit	Clear, Series	Removed

View Menu

Menu	Excel 2003 Location	Excel 2007 Location
View	Normal	View tab, Workbook Views group, Normal command
View	Page Break Preview	View tab, Workbook Views group, Page Break Preview command
View	Task Pane	In some groups, Dialog Box Launchers will display a task pane instead of a dialog box. For example, Home tab, Clipboard group, Clipboard Dialog Box Launcher.
View	Toolbars, Standard	There is only one toolbar now, but these commands are available on the Home tab and from the Microsoft Office Button.
View	Toolbars, Formatting	There is only one toolbar now, but these commands are available on the Home tab.

Menu	Excel 2003 Location	Excel 2007 Location
View	Toolbars, Borders	There is only one toolbar now, but these commands are available on the Home tab, Font group, Borders command.
View	Toolbars, Chart	There is only one toolbar now, but these commands are available on the Chart Tools tabs when you insert or select a chart.
View	Toolbars, Control Toolbox	There is only one toolbar now, but these commands are available on the Developer tab. To display the Developer tab, click the Microsoft Office Button, click Excel Options, select the Popular category, and then select the Show Developer Tab In The Ribbon check box.
View	Toolbars, Drawing	There is only one toolbar now, but these commands are available on the Drawing Tools tabs when you select or insert a shape.
View	Toolbars, External Data	There is only one toolbar now, but these commands are available on the Data tab.
View	Toolbars, Forms	There is only one toolbar now, but these commands are available on the Developer tab. To display the Developer tab, click the Microsoft Office Button, click Excel Options, select the Popular category, and then select the Show Developer Tab In The Ribbon check box.
View	Toolbars, Formula Auditing	There is only one toolbar now, but these commands are available on the Formulas tab, Formula Auditing group.
View	Toolbars, List	There is only one toolbar now, but the majority of these commands are available on the Table Tools tabs when you select a cell in an Excel table.
View	Toolbars, Picture	There is only one toolbar now, but these commands are available on the Picture Tools tabs when you insert or select a picture.
View	Toolbars, PivotTable	There is only one toolbar now, but these commands are available on the PivotTable Tools tabs when you insert or select a cell in a PivotTable.
View	Toolbars, Protection	There is only one toolbar now, but these commands are available on the Review tab, Changes group
View	Toolbars, Reviewing	There is only one toolbar now, but these commands are available on the Review tab.
View	Toolbars, Task Pane	In some groups, Dialog Box Launchers will display a task pane instead of a dialog box. For example, Home tab, Clipboard group, Dialog Box Launcher.

Menu	Excel 2003 Location	Excel 2007 Location
View	Toolbars, Text To Speech	Removed
View	Toolbars, Visual Basic	There is only one toolbar now, but these commands are available on the Developer tab. To display the Developer Tab, click the Microsoft Office Button, click Excel Options, select the Popular category, and then select the Show Developer Tab In The Ribbon check box.
View	Toolbars, Watch Window	There is only one toolbar now, but these commands are available on the Formulas tab, Formula Auditing group, Watch Window command.
View	Toolbars, Web	There is only one toolbar now, but these commands are available in the Excel Options dialog box. Click the Microsoft Office Button, click Excel Options, select the Customize category, and click All Commands in the Choose Commands From list.
View	Toolbars, WordArt	There is only one toolbar now, but these commands are available on the Drawing Tools tabs when you insert or select WordArt.
View	Toolbars, Customize	Click the Microsoft Office Button, click Excel Options, and select the Customize category.
View	Formula Bar	View tab, Show/Hide group, Formula Bar check box
View	Status Bar	The status bar is always visible by default.
View	Header And Footer	Insert tab, Text group, Header & Footer command
View	Comments	Review tab, Comments group, Show All Comments command
View	Custom Views	View tab, Workbook Views group, Custom Views command
View	Full Screen	View tab, Workbook Views group, Full Screen command
View	Zoom	View tab, Zoom group, Zoom command
View	Sized With Window	Removed
View	Chart Window	Removed

Insert Menu

Menu	Excel 2003 Location	Excel 2007 Location
Insert	Menu	Home tab, Cells group, Insert command
Insert	Rows	Home tab, Cells group, Insert command, Insert Sheet Rows command
Insert	Columns	Home tab, Cells group, Insert command, Insert Sheet Columns command
Insert	Worksheet	Home tab, Cells group, Insert command, Insert Sheet command
Insert	Chart	Insert tab, Charts group
Insert	Symbol	Insert tab, Text group, Symbol command
Insert	Page Break	Page Layout tab, Page Setup group, Breaks command, Insert Page Break command
Insert	Reset All Page Breaks	Page Layout tab, Page Setup group, Breaks command, Reset All Page Breaks command
Insert	Function	Formulas tab, Function Library group, Insert Function command
Insert	Function	Formulas tab, Function Library group, Date & Time command, Insert Function command
Insert	Function	Formulas tab, Function Library group, Math & Trig command, Insert Function command
Insert	Function	Formulas tab, Function Library group, Financial command, Insert Function command
Insert	Function	Formulas tab, Function Library group, Logical command, Insert Function command
Insert	Function	Formulas tab, Function Library group, Lookup & Reference command, Insert Function command
Insert	Function	Formulas tab, Function Library group, Recently Used command, Insert Function command
Insert	Function	Formulas tab, Function Library group, Text command, Insert Function command
Insert	Function	Formulas tab, Function Library group, More Functions command, Cube command, Insert Function command
Insert	Function	Formulas tab, Function Library group, More Functions command, Engineering command, Insert Function command
Insert	Function	Formulas tab, Function Library group, More Functions command, Information command, Insert Function command

Menu	Excel 2003 Location	Excel 2007 Location
Insert	Function	Formulas tab, Function Library group, More Functions command, Statistical command, Insert Function command
Insert	Name, Define	Formulas tab, Defined Names group, Name Manager
Insert	Name, Paste	Formulas tab, Defined Names group, Use In Formula command, Paste Names command
Insert	Name, Create	Formulas tab, Defined Names group, Create From Selection command
Insert	Name, Apply	Formulas tab, Defined Names group, Define Name command, Apply Names command
Insert	Name, Label	Formulas tab, Defined Names group, Define Name command
Insert	Comment	Review tab, Comments group, New Comment command
Insert	Ink Annotations	Review tab, Ink, Start Inking (Tablet PC only)
Insert	Picture, Clip Art	Insert tab, Illustrations group, Clip Art command
Insert	Picture, From File	Insert tab, Illustrations group, Picture command
Insert	Picture, From File	Layout tab under Chart Tools, Insert group, Picture command
Insert	Picture, From File	Layout tab under PivotChart Tools, Insert tab, Picture group
Insert	Picture, From Scanner Or Camera	Removed
Insert	Picture, Ink Drawing And Writing	Review tab, Ink, Start Inking (Tablet PC only)
Insert	Picture, AutoShapes	Insert tab, Illustrations group, Shapes command
Insert	Picture, WordArt	Insert tab, Illustrations group, WordArt command
Insert	Picture, Organization Chart	insert tab, Illustrations group, SmartArt command
Insert	Diagram	Insert tab, Illustrations group, SmartArt command
Insert	Object	Insert tab, Text group, Object command
Insert	Hyperlink	Insert tab, Links group, Hyperlink command

Format Menu

Menu	Excel 2003 Location	Excel 2007 Location
Format	Cells	Home tab, Cells group, Format command, Format Cells command
Format	Row, Height	Home tab, Cells group, Format command, Row Height command
Format	Row, AutoFit	Home tab, Cells group, Format command, AutoFit Row Height command
Format	Row, Hide	Home tab, Cells group, Format command, Hide & Unhide command, Hide Rows command
Format	Row, Unhide	Home tab, Cells group, Format command, Hide & Unhide command, Unhide Rows command
Format	Column, Width	Home tab, Cells group, Format command, Column Width command
Format	Column, AutoFit Selection	Home tab, Cells group, Format command, AutoFit Column Width command
Format	Column, Hide	Home tab, Cells group, Format command, Hide & Unhide command, Hide Columns command
Format	Column, Unhide	Home tab, Cells group, Format command, Hide & Unhide, Unhide Columns command
Format	Column, Standard Width	Home tab, Cells group, Format command, Default Width command
Format	Sheet, Rename	Home tab, Cells group, Format command, Rename Sheet command
Format	Sheet, Hide	Home tab, Cells group, Format command, Hide & Unhide command, Hide Sheet command
Format	Sheet, Unhide	Home tab, Cells group, Format command, Hide & Unhide, Unhide Sheet command
Format	Sheet, Background	Page Layout tab, Page Setup group, Background command
Format	Sheet, Tab Color	Home tab, Cells group, Format command, Tab Color command
Format	AutoFormat	Home tab, Styles group, Format As Table command
Format	Conditional Formatting	Home tab, Styles group, Conditional Formatting command
Format	Style	Home tab, Styles group, Cell Styles command

Tools Menu

Menu	Excel 2003 Location	Excel 2007 Location
Tools	Spelling	Review tab, Proofing group, Spelling command
Tools	Research	Review tab, Proofing group, Research command
Tools	Error Checking	Formulas tab, Formula Auditing group, Error Checking command
Tools	Speech, Show Text To Speech Toolbar	Removed
Tools	Speech	Removed
Tools	Shared Workspace	Microsoft Office Button, Publish, Create Document Workspace
Tools	Share Workbook	Review tab, Changes group, Share Workbook command
Tools	Track Changes, Highlight Changes	Review tab, Changes group, Track Changes command, Highlight Changes command
Tools	Track Changes, Accept Or Reject Changes	Review tab, Changes group, Track Changes command, Accept/Reject Changes command
Tools	Compare And Merge Workbooks	You must add a button to the Quick Access Toolbar for this command: Microsoft Office Button, Excel Options, Customize, All Commands, Compare And Merge Workbooks
Tools	Protection, Protect Sheet	Review tab, Changes group, Protect Sheet command
Tools	Protection, Protect Sheet	Home tab, Cells group, Format command, Protect Sheet command
Tools	Protection, Allow Users To Edit Ranges	Review tab, Changes group, Allow Users To Edit Ranges command
Tools	Protection, Protect Workbook	Review tab, Changes group, Protect Workbook command
Tools	Protection, Protect And Share Workbook	Review tab, Changes group, Protect And Share Workbook command
Tools	Online Collaboration, Meet Now	Removed
Tools	Online Collaboration, Schedule Meeting	Removed
Tools	Online Collaboration, Web Discussions	Removed
Tools	Online Collaboration, End Review	Removed

Menu	Excel 2003 Location	Excel 2007 Location
Tools	Goal Seek	Data tab, Data Tools group, What-If Analysis command, Goal Seek command
Tools	Scenarios	Data tab, Data Tools group, What-If Analysis command, Scenario Manager command
Tools	Formula Auditing, Trace Precedents	Formulas tab, Formula Auditing group, Trace Precedents command
Tools	Formula Auditing, Trace Dependents	Formulas tab, Formula Auditing group, Trace Dependents command
Tools	Formula Auditing, Trace Error	Formulas tab, Formula Auditing group, Error Checking command, Trace Error command
Tools	Formula Auditing, Remove All Arrows	Formulas tab, Formula Auditing group, Remove Arrows command
Tools	Formula Auditing, Evaluate Formula	Formulas tab, Formula Auditing group, Evaluate Formula command
Tools	Formula Auditing, Hide Watch Window	Formulas tab, Formula Auditing group, Watch Window command
Tools	Formula Auditing, Formula Auditing Mode	Formulas tab, Formula Auditing group, Show Formulas command
Tools	Formula Auditing, Show Formula Auditing Toolbar	Formulas tab, Formula Auditing group
Tools	Macro, Macros	Developer tab, Code group, Macros command
Tools	Macro, Macros	View tab, Macros group, Macros command
Tools	Macro, Record New Macro	Developer tab, Code group, Record Macro command
Tools	Macro, Record New Macro	View tab, Macros group, Macros command, Record Macro command
Tools	Macro, Security	Developer tab, Code group, Macro Security command
Tools	Macro, Visual Basic Editor	Developer tab, Code group, Visual Basic command
Tools	Macro, Microsoft Script Editor	Removed
Tools	Add-Ins	Microsoft Office Button, Excel Options, Add-Ins category
Tools	AutoCorrect Options	Microsoft Office Button, Excel Options, Proofing category, AutoCorrect Options
Tools	Customize	Microsoft Office Button, Excel Options, Customize category
Tools	Show Signatures	Microsoft Office Button, Prepare, Add a Digital Signature
Tools	Options	Microsoft Office Button, Excel Options

Data Menu

Menu	Excel 2003 Location	Excel 2007 Location
Data	Sort	Data tab, Sort & Filter group, Sort command
Data	Filter	Data tab, Sort & Filter group, Filter command
Data	Filter, AutoFilter	Home tab, Editing group, Sort & Filter, Filter command
Data	Filter, Show All	Data tab, Sort & Filter group, Clear command
Data	Filter, Show All	Home tab, Editing group, Sort & Filter, Clear command
Data	Filter, Advanced Filter	Data tab, Sort & Filter group, Advanced command
Data	Form	You must add a button to the Quick Access Toolbar for this command: Microsoft Office Button, Excel Options, Customize category, All Commands, Form
Data	Subtotals	Data tab, Outline group, Subtotal command
Data	Validation	Data tab, Data Tools group, Data Validation command
Data	Table	Data tab, Data Tools group, What-If Analysis command, Data Table command
Data	Text To Columns	Data tab, Data Tools group, Convert Text To Table command
Data	Consolidate	Data tab, Data Tools group, Consolidate command
Data	Group And Outline, Hide Detail	Data tab, Outline group, Hide Detail command
Data	Group And Outline, Show Detail	Data tab, Outline group, Show Detail command
Data	Group And Outline, Group	Data tab, Outline group, Group command
Data	Group And Outline, Group	Options tab under PivotTable Tools, Group group
Data	Group And Outline, Ungroup	Data tab, Outline group, Ungroup command
Data	Group And Outline, Ungroup	Options tab under PivotTable Tools, Ungroup command
Data	Group And Outline, Auto Outline	Data tab, Outline group, Group command, Auto Outline command

Menu	Excel 2003 Location	Excel 2007 Location
Data	Group And Outline, Clear Outline	Data tab, Outline group, Ungroup command, Clear Outline command
Data	Group And Outline, Settings	Data tab, Outline group, Dialog Box Launcher button
Data	PivotTable And PivotChart Report	Insert tab, Tables group, PivotTable command, PivotTable/PivotChart command
Data	Import External Data, Import Data	Data tab, Get External Data group
Data	Import External Data, New Web Query	Data tab, Get External Data group, From Web command
Data	Import External Data, New Database Query	Data tab, Get External Data group, From Other Sources command, From Microsoft Query command
Data	Import External Data, Edit Query	You must add a button to the Quick Access Toolbar for this command: Microsoft Office Button, Excel Options, Customize category, All Commands, Edit Query
Data	Import External Data, Data Range Properties	Data tab, Connections group, Properties command
Data	Import External Data, Data Range Properties	Design tab under Table Tools, External Table Data command, Properties command
Data	Import External Data, Parameters	You must add a button to the Quick Access Toolbar for this command: Microsoft Office Button, Excel Options, Customize category, All Commands, Parameters
Data	List, Create List	Insert tab, Tables group, Table command
Data	List, Resize List	Design tab under Table Tools, Properties command, Resize Table command
Data	List, Total Row	Design tab under Table Tools, Table Style Options group, Total Row check box
Data	List, Convert To Range	Design tab under Table Tools, Tools group, Convert To Range command
Data	List, Publish List	Design tab under Table Tools, External Table Data group, Export command, Export Table To SharePoint List command
Data	List, View List On Server	Design tab under Table Tools, External Table Data group, Open In Browser command
Data	List, Unlink List	Design tab under Table Tools, External Table Data group, Unlink command

Menu	Excel 2003 Location	Excel 2007 Location
Data	List, Synchronize List	You must add a button to the Quick Access Toolbar for this command: Microsoft Office Button, Excel Options, Customize category, All Commands, Synchronize List
Data	List, Discard Changes And Refresh	You must add a button to the Quick Access Toolbar for this command: Microsoft Office Button, Excel Options, Customize category, All Commands, Discard Changes And Refresh
Data	List, Hide Border Of Inactive Lists	Removed
Data	XML, Import	Developer tab, XML group, Import command
Data	XML, Export	Developer tab, XML group, Export command
Data	XML, Refresh XML Data	Developer tab, XML group, Refresh Data command
Data	XML, XML Source	Developer tab, XML group, Source command
Data	XML, XML Map Properties	Developer tab, XML group, Map Properties command
Data	XML, Edit Query	Removed
Data	XML, XML Expansion Packs	Developer tab, XML group, Expansion Packs command
Data	Refresh Data	Analyze tab under PivotChart Tools, Data group, Refresh command
Data	Refresh Data	Options tab under PivotTable Tools, Data group, Refresh command
Data	Refresh Data	Design tab under Table Tools, External Table Data group, Refresh command
Data	Refresh Data	Data tab, Connections group, Refresh All command, Refresh command
Data	Refresh Data	Analyze tab under PivotChart Tools, Data group, Refresh command, Refresh command
Data	Refresh Data	Options tab under PivotTable Tools, Data group, Refresh command, Refresh command
Data	Refresh Data	Design tab under Table Tools, External Table Data group, Refresh command, Refresh command

Chart Menu

Menu	Excel 2003 Location	Excel 2007 Location
Chart	Chart Type	Design tab under Chart Tools, Type group, Change Chart Type command
Chart	Select Data	Design tab under Chart Tools, Data group, Select Data command
Chart	Source Data	Design tab under PivotChart Tools, Data group, Select Data command
Chart	Chart Options	Layout tab under Chart Tools
Chart	Location	Design tab under Chart Tools, Location group, Move Chart command
Chart	Location	Design tab under PivotChart Tools, Location group, Move Chart command
Chart	Add Data	Design tab under Chart Tools, Data group, Select Data command
Chart	Add Trendline	Layout under Chart Tools, Analysis group, Trendline command
Chart	3-D View	Layout under Chart Tools, Background group, 3-D View command

Window Menu

Menu	Excel 2003 Location	Excel 2007 Location
Window	New Window	View tab, Window group, New Window command
Window	Arrange All	View tab, Window group, Arrange All command
Window	Compare Side By Side With	View tab, Window group, View Side By Side command
Window	Hide	View tab, Window group, Hide command
Window	Unhide	View tab, Window group, Unhide command
Window	Split	View tab, Window group, Split command
Window	Freeze Panes	View tab, Window group, Freeze Panes command
Window	Currently Open Workbooks	View tab, Window group, Switch Windows command

Help Menu

Menu	Excel 2003 Location	Excel 2007 Location
Help	Menu	Upper Ribbon, Help (the “question mark” button)
Help	Microsoft Office Online	Microsoft Office Button, Excel Options, Resources category, Microsoft Office Online
Help	Contact Us	Microsoft Office Button, Excel Options, Resources category, Contact Us
Help	Check For Updates	Microsoft Office Button, Excel Options, Resources category, Check For Updates
Help	Detect And Repair	Microsoft Office Button, Excel Options, Resources category, Diagnose
Help	Activate Product	Microsoft Office Button, Excel Options, Resources category, Activate
Help	About Microsoft Office Excel	Microsoft Office Button, Excel Options, Resources category, About
Help	Show The Office Assistant	Removed

Standard Toolbar

Menu	Excel 2003 Location	Excel 2007 Location
Standard toolbar	New	Microsoft Office Button, New, Blank Worksheet
Standard toolbar	Open	Microsoft Office Button, Open
Standard toolbar	Save	Quick Access Toolbar, Save
Standard toolbar	Save	Microsoft Office Button, Save
Standard toolbar	Permission	Review tab, Changes group, Track Changes, Highlight Changes, then specify Who, When, and Where
Standard toolbar	Email	Microsoft Office Button, Send, E-Mail
Standard toolbar	Print	Microsoft Office Button, Print, Quick Print
Standard toolbar	Print Preview	Microsoft Office Button, Print, Print Preview
Standard toolbar	Spelling	Review tab, Proofing group, Spelling command
Standard toolbar	Research	Review tab, Proofing group, Research command
Standard toolbar	Cut	Home tab, Clipboard group, Cut command
Standard toolbar	Copy	Home tab, Clipboard group, Copy command

Menu	Excel 2003 Location	Excel 2007 Location
Standard toolbar	Paste	Home tab, Clipboard group, Paste command
Standard toolbar	Format Painter	Home tab, Clipboard group, Format Painter command
Standard toolbar	Undo	Quick Access Toolbar, Undo
Standard toolbar	Redo	Quick Access Toolbar, Redo
Standard toolbar	Ink Annotations	Review tab, Ink, Start Inking (Tablet PC only)
Standard toolbar	Hyperlink	Insert tab, Links group, Hyperlink command
Standard toolbar	AutoSum	Home tab, Editing group, AutoSum command
Standard toolbar	AutoSum	Formulas tab, Function Library group, AutoSum command
Standard toolbar	Sort Ascending	Data tab, Sort & Filter group, Sort A To Z command
Standard toolbar	Sort Descending	Data tab, Sort & Filter group, Sort Z To A command
Standard toolbar	Chart Wizard	Insert tab, Charts group
Standard toolbar	Drawing	These commands are available in the Drawing Tools tabs when you insert or select a shape.
Standard toolbar	Zoom	View tab, Zoom group, Zoom command
Standard toolbar	Microsoft Excel Help	Upper Ribbon, Help
Standard toolbar	PivotTable And PivotChart Report	Insert tab, Tables group, PivotTable command, PivotTable or PivotChart command
Standard toolbar	Comment	Review tab, Comments group, New Comment command
Standard toolbar	AutoFilter	This functionality is now added when you create a table. Otherwise, you must add a button to the Quick Access Toolbar for this command: Microsoft Office Button, Excel Options, Customize category, All Commands, AutoFilter

Formatting Toolbar

Menu	Excel 2003 Location	Excel 2007 Location
Formatting toolbar	Font	Home tab, Font group, Font command
Formatting toolbar	Font Size	Home tab, Font group, Font Size command
Formatting toolbar	Bold	Home tab, Font group, Bold command
Formatting toolbar	Italic	Home tab, Font group, Italic command
Formatting toolbar	Underline	Home tab, Font group, Underline command, Underline command
Formatting toolbar	Align Left	Home tab, Alignment group, Align Left command
Formatting toolbar	Center	Home tab, Alignment group, Center command
Formatting toolbar	Align Right	Home tab, Alignment group, Align Right command
Formatting toolbar	Merge And Center	Home tab, Alignment group, Merge & Center command
Formatting toolbar	Currency Style	Home tab, Number group, Accounting Number Format command
Formatting toolbar	Percent Style	Home tab, Number group, Percent Style command
Formatting toolbar	Comma Style	Home tab, Number group, Comma Style command
Formatting toolbar	Increase Decimal	Home tab, Number group, Increase Decimal command
Formatting toolbar	Decrease Decimal	Home tab, Number group, Decrease Decimal command
Formatting toolbar	Decrease Indent	Home tab, Alignment group, Decrease Indent command
Formatting toolbar	Increase Indent	Home tab, Alignment group, Increase Indent command
Formatting toolbar	Borders	Home tab, Font group, Borders command
Formatting toolbar	Fill Color	Home tab, Font group, Fill Color command
Formatting toolbar	Font Color	Home tab, Font group, Font Color command
Formatting toolbar	Chart, Chart Type	Design tab under Chart Tools, Type group, Change Chart Type command

Menu	Excel 2003 Location	Excel 2007 Location
Formatting toolbar	Chart, Source Data	Design tab under Chart Tools, Data group, Select Data command
Formatting toolbar	Chart, Source Data	Design tab under PivotChart Tools, Data group, Select Data command
Formatting toolbar	Chart, Chart Options	Layout tab under Chart Tools
Formatting toolbar	Chart, Location	Design tab under Chart Tools, Location group, Move Chart command
Formatting toolbar	Chart, Location	Design tab under PivotChart Tools, Location group, Move Chart command
Formatting toolbar	Chart, Add Data	Design tab under Chart Tools, Data group, Select Data command
Formatting toolbar	Chart, Add Trendline	Layout tab under Chart Tools, Analysis group, Trendline command
Formatting toolbar	Chart, 3-D View	Layout tab under Chart Tools, Background group, 3-D View command
Formatting toolbar	AutoFormat	Home tab, Styles group, Format As Table command
Formatting toolbar	Cells	Home tab, Cells group, Format command
Formatting toolbar	Increase Font Size	Home tab, Font group, Increase Font Size command
Formatting toolbar	Decrease Font Size	Home tab, Font group, Decrease Font Size command
Formatting toolbar	Text Direction	Home tab, Alignment group, Orientation command



APPENDIX B

Keyboard Shortcuts

This appendix lists keyboard-accessible commands and controls in Microsoft Office Excel 2007. Besides being an essential accessibility table, it also provides a glimpse into the depth and breadth of the features available.

Keyboard shortcuts are divided into the following categories in this appendix:

Keyboard Shortcuts by Key

- Function Keys
- Control and Navigation Keys
- Numeric Keys
- Symbols and Keypad
- Alphabet Keys

Keyboard Shortcuts by Task

- Charts and Select Chart Elements
- Dialog Box Edit Boxes
- Dialog Boxes
- Edit Data
- Enter and Calculate Formulas
- Enter Data
- Extend a Selection
- Filter Lists
- Format Cells Dialog Box—Border Tab
- Format Data
- Help
- Help Window
- Insert, Delete, and Copy Cells

- Macros
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Keyboard Shortcuts by Key

This section lists the available keyboard shortcuts according to their position on the keyboard.

Function Keys

Press	To
F1	Display the Help window.
Ctrl+F1	Show/hide the Ribbon.
Alt+F1	Insert a chart as an object.
Shift+Alt+F1	Insert a new worksheet.
Ctrl+Alt+F1	Insert a Microsoft Office Excel 4 macro worksheet.
F2	Toggle Edit and Enter modes.
Shift+F2	Insert/edit a comment.
Alt+F2	Display the Save As dialog box.
Shift+Alt+F2	Save.
Ctrl+Alt+F2	Display the Open dialog box.
Shift+Ctrl+Alt+F2	Display the Print dialog box.

Press	To
F3	Display the Paste Name dialog box.
Shift+F3	Display the Insert Function dialog box.
Ctrl+F3	Display the Name Manager dialog box.
Shift+Ctrl+F3	Display the Create Names From Selection dialog box.
F4	Activate cell A1.
Shift+F4	Find the next (from the most recent search).
Ctrl+F4	Close the workbook.
Alt+F4	Close the application.
Shift+Ctrl+F4	Find the previous (from the most recent search).
Shift+Alt+F4	Close the application.
Ctrl+Alt+F4	Close the application.
Shift+Ctrl+Alt+F4	Close the application.
F5	Display the Go To dialog box.
Shift+F5	Display the Find And Replace dialog box.
Ctrl+F5	Restore the window.
Shift+F6	Display shortcut key pop-ups.
Ctrl+F6	Next window.
Shift+Ctrl+F6	Previous window.
F7	Check spelling.
Ctrl+F7	Move the window.
F8	Extend the selection mode.
Alt+F8	Display the Macro dialog box.
F9	Calculate all, or when a portion of a formula is selected, calculate the selected portion.
Shift+F9	Calculate the active worksheet.
Ctrl+F9	Minimize the active window.
Ctrl+Alt+F9	Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.
Ctrl+Shift+Alt+F9	Recheck dependent formulas, and then calculate all cells in all open workbooks, including cells not marked as needing to be calculated.
F10	Display shortcut key pop-ups.
Shift+F10	Activate shortcut (context) menus.
Ctrl+F10	Toggle the maximized/restored window.
F11	Insert a chart on a new worksheet.

Press	To
Shift+F11	Create a new worksheet.
Ctrl+F11	Create a new macro worksheet.
Alt+F11	Show the Visual Basic Editor.
F12	Display the Save As dialog box.
Shift+F12	Save.
Ctrl+F12	Display the Open dialog box.
Shift+Ctrl+F12	Display the Print dialog box.

Control and Navigation Keys

Press	To
Backspace	Edit and clear.
Shift+Backspace	Collapse the selection to the active cell.
Ctrl+Backspace	Show the active cell.
Alt+Backspace	Undo.
Delete	Clear.
Shift+Delete	Cut.
Ctrl+Delete	Clear.
End	Toggle End mode.
Shift+End	Toggle End mode (and extend when you press Shift+arrow key).
Ctrl+End	Select the last cell in the worksheet.
Shift+Ctrl+End	Extend the selection to the last cell in the worksheet.
Escape	Cancel (edit, copy, cut, dialog, and so on).
Shift+Escape	Cancel (edit, copy, cut, dialog, and so on).
Ctrl+Escape	Display the Windows Start menu.
Shift+Ctrl+Escape	Display the Windows Task Manager.
Enter	Enter the value, and move down.
Shift+Enter	Enter the value, and move up.
Ctrl+Enter	Fill the value in edited cell into all cells, and do not move.
Alt+Enter	Redo.
Shift+Ctrl+Enter	Fill the value in edited cell into all cells, and do not move.
Home	Select the first cell in the row.
Shift+Home	Extend the selection to the first cell in the row.
Ctrl+Home	Select the first cell in window (or pane).

Press	To
Shift+Ctrl+Home	Extend the selection to the first cell in the window or pane.
Insert	Toggle Overwrite mode in Edit mode.
Shift+Insert	Paste.
Ctrl+Insert	Copy.
Left Arrow	Move left one cell.
Down Arrow	Move down one cell.
Shift+Down Arrow	Extend the selection down one cell.
Ctrl+Down Arrow	Select the last cell in the area down.
Alt+Down Arrow	Open the list (AutoComplete, Filter, Pick From List, or Validation).
Shift+Ctrl+Down Arrow	Extend the selection down to the last cell in the area down.
Shift+Left Arrow	Extend the selection left one cell.
Ctrl+Left Arrow	Select the last cell in the area left.
Shift+Ctrl+Left Arrow	Extend the selection down to the last cell in the area left.
Shift+Alt+Left Arrow	Ungroup.
Ctrl+Alt+Left Arrow	Move the active cell to the previous nonadjacent area within the selection.
Right Arrow	Move right one cell.
Shift+Right Arrow	Extend the selection right one cell.
Ctrl+Right Arrow	Select the last cell in the area right.
Shift+Ctrl+Right Arrow	Extend the selection down to the last cell in the area right.
Shift+Alt+Right Arrow	Group.
Ctrl+Alt+Right Arrow	Move the active cell to the next nonadjacent area within the selection.
Up Arrow	Move up one cell.
Shift+Up Arrow	Extend the selection up one cell.
Ctrl+Up Arrow	Select the cell at the top of the region.
Shift+Ctrl+Up Arrow	Extend the selection up to the end of the region.
Page Down	Scroll down one page.
Shift+Page Down	Extend the selection down one page.
Ctrl+Page Down	Move to the next worksheet.
Alt+Page Down	Scroll one page right.
Shift+Ctrl+Page Down	Extend the selection one worksheet down.
Shift+Alt+Page Down	Extend the selection one page right.
Page Up	Scroll up one page.

Press	To
Shift+Page Up	Extend the selection one page up.
Ctrl+Page Up	Move to the previous worksheet.
Alt+Page Up	Scroll one page left.
Shift+Ctrl+Page Up	Extend the selection one worksheet up.
Shift+Alt+Page Up	Extend the selection one page left.
Return	Enter the value, and move down.
Shift+Return	Enter the value, and move up.
Ctrl+Return	Fill the value in the edited cell into all cells, and do not move.
Alt+Return	Redo.
Shift+Ctrl+Return	Fill the value in the edited cell into all cells, and do not move.
Shift+Space	Select row.
Ctrl+Space	Select column.
Shift+Ctrl+Space	Select all.
Tab	Move to the next cell to the right.
Shift+Tab	Move to the next cell to the left.
Ctrl+Tab	Move to the next window.
Alt+Tab	Move to the next application.
Shift+Ctrl+Tab	Move to the previous window.
Shift+Alt+Tab	Indent.
Ctrl+Alt+Tab	Outdent.

Numeric Keys

Press	To
Ctrl+0	Hide the column.
Ctrl+1	Display the Format Cells dialog box.
Shift+Ctrl+1	Apply the two-decimal-place comma Number format.
Ctrl+2	Toggle the Bold format.
Shift+Ctrl+2	Apply the Time (AM/PM) format.
Ctrl+3	Toggle the Italic format.
Shift+Ctrl+3	Apply the Date format.
Ctrl+4	Toggle the Underline format.
Shift+Ctrl+4	Apply the Currency format.
Ctrl+5	Toggle the Strikethrough format.
Shift+Ctrl+5	Apply the Percentage format.

Press	To
Ctrl+6	Toggle the display of objects.
Shift+Ctrl+6	Apply the two-place Scientific format.
Shift+Ctrl+7	Apply the Outline border format.
Ctrl+8	Toggle the outline symbol display.
Shift+Ctrl+8	Select the current region.
Ctrl+9	Hide the row.
Shift+Ctrl+9	Show the row.

Symbols and Keypad

Press	To
Ctrl+' (apostrophe)	Copy the above cell, and edit.
Alt+' (apostrophe)	Activates the cell style list or dialog box.
Shift+Ctrl+' (apostrophe)	Copy the above cell, and edit.
Ctrl+- (hyphen)	Display the Delete dialog box.
Shift+Ctrl+- (hyphen)	Remove all the borders.
Shift+Ctrl+, (comma)	Fill down.
Ctrl+. (period)	Rotates the active cell through the corners of the selection.
Shift+Ctrl+. (period)	Fill right.
Ctrl+/ (slash)	Select array.
Ctrl+; (semicolon)	Insert the current date.
Shift+Ctrl+; (semicolon)	Insert the current time.
Ctrl+[(open bracket)	Select the direct precedent cells.
Shift+Ctrl+[(open bracket)	Select all the precedent cells.
Ctrl+] (close bracket)	Select the directly dependent cells.
Shift+Ctrl+] (close bracket)	Select all the dependent cells.
Ctrl+Shift+{ (open brace)	Select all the cells directly or indirectly referenced by formulas in the selection.
Ctrl+Shift+} (close brace)	Select cells that contain formulas that directly or indirectly reference the active cell.
Ctrl+` (single left quotation mark)	Display formulas.
Shift+Ctrl+` (single left quotation mark)	Apply the General format.
Ctrl+= (equal sign)	Calculate now.

Press	To
Alt+= (equal sign)	AutoSum.
Shift+Ctrl+= (equal sign)	Display the Insert dialog box.
Ctrl+Add (keypad)	Display the Insert dialog box.
Ctrl+Decimal (keypad)	Rotates the active cell through the corners of the selection.
Ctrl+Divide (keypad)	Select the array.
Ctrl+Multiply (keypad)	Select the current region.
Ctrl+Subtract (keypad)	Display the Delete dialog box.

Alphabet Keys

Press	To
Ctrl+A	Select the current region, or select all.
Shift+Ctrl+A	Insert arguments in the formula.
Ctrl+B	Apply the Bold format.
Ctrl+C	Copy.
Ctrl+D	Fill down.
Ctrl+F	Display the Find And Replace dialog box, Find tab.
Shift+Ctrl+F	Display the Format Cells dialog box, Font tab.
Ctrl+G	Display the Go To dialog box.
Ctrl+H	Display the Find And Replace dialog box, Replace tab.
Ctrl+I	Apply the Italic format.
Ctrl+K	Display the Insert Hyperlink dialog box.
Ctrl+L	Display the Create Table dialog box.
Shift+Ctrl+L	Toggle Filter.
Ctrl+N	Create a new workbook.
Ctrl+O	Display the Open dialog box.
Shift+Ctrl+O	Select the first cell containing a comment.
Ctrl+P	Display the Print dialog box.
Shift+Ctrl+P	Display the Format Cells dialog box, Font tab.
Ctrl+R	Fill right.
Ctrl+S	Save the workbook.
Ctrl+T	Display the Create Table dialog box.
Shift+Ctrl+T	Toggle the total row (when the table is selected).
Ctrl+U	Toggle the Underline format.
Ctrl+V	Paste.

Press	To
Ctrl+W	Close the window.
Ctrl+X	Cut.
Ctrl+Y	Redo.
Ctrl+Z	Undo.

Keyboard Shortcuts by Task

This section lists applicable keyboard shortcuts that are available while performing various types of tasks in Office Excel 2007.

Charts and Select Chart Elements

Press	To
F11	Create a chart of the data in the current range on a new worksheet.
Alt+F1	Create an embedded chart of the data in the current range on the current worksheet.
Down Arrow	Select the previous group of elements in a chart.
Up Arrow	Select the next group of elements in a chart.
Right Arrow	Select the next element within a group.
Left Arrow	Select the previous element within a group.

Dialog Box Text Boxes

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 deselect one character to the left.
Shift+Right Arrow	Select or deselect one character to the right.
Ctrl+Shift+Left Arrow	Select or deselect one word to the left.
Ctrl+Shift+Right Arrow	Select or deselect 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.

Dialog Boxes

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 an open 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	Open the list if it is closed and in a list, 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 button in the dialog box (the button with the bold outline, often the OK button).
Esc	Cancel the command, and close the dialog box.

Edit Data

Press	To
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	Start the spelling checker.
Shift+F2	Edit a cell comment.
Enter	Complete a cell entry, and select the next cell below.
Ctrl+X	Cut the selected cells.
Ctrl+Z	Undo the last action.
Esc	Cancel a cell entry.
Ctrl+Shift+Z	When the AutoCorrect smart tag is displayed, undo or redo the last automatic correction.

Enter and Calculate Formulas

Press	To
= (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.
Esc	Cancel an entry in the cell or formula bar.
Shift+F3	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	Display the Paste Name dialog box.
Alt+= (equal sign)	Insert an AutoSum formula.
Ctrl+Shift+" (quotation mark)	Copy the value from the cell above the active cell into the cell or the formula bar.
Ctrl+' (apostrophe)	Copy 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, or when a portion of a formula is selected, calculate the selected portion.
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	Recheck dependent formulas, and then calculate all cells in all open workbooks, including cells not marked as needing to be calculated.

Enter Data

Press	To
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.

Press	To
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 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.
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 if your insertion point is in the cell containing the column name.
Ctrl+Z	Undo the last action.

Extend a Selection

Press	To
F8	Turn on or off extend mode. In extend mode, EXT appears on the status bar, 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.

Press	To
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 (Microsoft Office Button, Excel Options, Advanced category, Lotus Compatibility section).
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.

Filter Lists

Press	To
Alt+Down Arrow	In the cell that contains the arrow, display the Filter list for the current column.
Down Arrow	Select the next item in the Filter list.
Up Arrow	Select the previous item in the Filter list.
Home	Select the first item (Sort Ascending) in the Filter list.
End	Select the last item in the Filter list.
Enter	Filter the list based on the item selected from the Filter list.

Format Cells Dialog Box—Border Tab

Press	To
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.

Format Data

Press	To
Alt+' (apostrophe)	Display the Style dialog box.
Ctrl+1	Display the Format Cells dialog box. (Note that you must use the 1 key on the keyboard, not on the keypad.)
Ctrl+Shift+~ (tilde)	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+^ (caret)	Apply the Exponential number format with two decimal places.
Ctrl+Shift+# (pound)	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+! (exclamation point)	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+& (ampersand)	Apply the outline border to the selected cells.
Ctrl+Shift+_ (underscore)	Remove the outline border from the selected cells.

Help

Press	To
F1	Display the Microsoft Excel Help window.

Help Window

Press	To
Tab or Shift+Tab	Select the next or previous hidden text or hyperlink.
Enter	Perform the action for the selected hidden text or hyperlink.
Alt+F4	Close the Help window.
Alt+Left Arrow	Go to the previous Help topic.
Alt+Right Arrow	Go to the next Help topic.
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.

Insert, Delete, and Copy Cells

Press	To
Ctrl+C	Copy the selected items to the Clipboard.
Ctrl+X	Cut the selected cells.
Ctrl+V	Paste copied cells.
Delete	Clear the contents of the selected cells.
Ctrl+- (hyphen)	Delete the selected row.
Ctrl+Shift++ (plus sign)	Insert a new row.

Macros

Press	To
Alt+F8	Display the Macro dialog box.
Alt+F11	Display the Visual Basic Editor.
Ctrl+F11	Insert a Microsoft Excel 4 macro worksheet.

Ribbon and Buttons

Press	To
F10 or Alt	Display shortcut key pop-ups.
Alt, Tab or Alt, Shift+Tab	Select the next or previous item on the Ribbon.
Enter	Open the selected menu or perform the action for the selected button or command.
Shift+F10	Display the shortcut menu 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. When the Ribbon is active, select the next or previous tab.
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.

Move and Scroll—In End Mode

Press	To
End key	Turn on or off End mode. (<i>End Mode</i> appears on the status bar.)
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 lowest used row of the rightmost used column.
End+Enter	Move to the rightmost nonblank cell in the current row.

Move and Scroll—Worksheets

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 in the lowest used row of the rightmost used column.
Page Down	Move down one screen.
Ctrl+Page Down	Select the next worksheet in the workbook.
Ctrl+Page Up	Select the previous worksheet in the workbook.
Page Up	Move up one screen.

Press	To
Alt+Page Down	Move one screen to the right.
Alt+Page Up	Move one screen to the left.
Ctrl+Backspace	Scroll to display the active cell.
F5	Display the Go To dialog box.
Shift+F5	Display the Find And Replace 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

Press	To
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.

Print

Press	To
Ctrl+P or Ctrl+Shift+F12	Display the Print dialog box.
Alt+F, then press W, then V	Open Print Preview.

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.

Select Cells, Rows, Columns, and Objects

Press	To
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 the objects on a worksheet.
Ctrl+6	Toggle the display of objects.

Select Cells with Special Characteristics

Press	To
Ctrl+Shift+* (asterisk)	Select the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable, select the entire PivotTable.
Ctrl+/ (slash)	Select the array containing the active cell.
Ctrl+Shift+O (the letter O)	Select all cells that contain comments.
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.

Show, Hide, and Outline Data

Press	To
Alt+Shift+Right Arrow	Group rows or columns.
Alt+Shift+Left Arrow	Ungroup rows or columns.
Ctrl+8	Display or hide the outline symbols.
Ctrl+9	Hide the selected rows.
Ctrl+Shift+((opening parenthesis)	Unhide any hidden rows within the selection.
Ctrl+0 (zero)	Hide the selected columns.

Smart Tags

Press	To
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 on a smart tag menu.
Up Arrow	Select the previous item on a smart tag menu.
Enter	Perform the action for the selected item on a smart tag menu.
Esc	Close the smart tag menu or message.

Task Panes

Press	To
F6	Move to a task pane from another pane in the program window. (You may need to press F6 more than once.)
Tab or Shift+Tab	When a task pane is active, select the next or previous item in the task pane.
Down Arrow or Up Arrow	Move among choices on a selected submenu, or 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.
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 task pane.
Ctrl+Home or Ctrl+End	Move to the top or bottom of the selected task pane.

Windows and Office Interface

Press	To
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+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+F9	Minimize a workbook window to an icon.
Ctrl+F10	Maximize or restore the selected workbook window.
Print Screen	Copy a picture of the screen to the Clipboard.
Alt+Print Screen	Copy a picture of the selected window to the Clipboard.

Worksheets

Press	To
Shift+F11 or Alt+Shift+F1	Insert a new worksheet.
Ctrl+Page Down	Move to the next worksheet in the workbook.
Ctrl+Page Up	Move to the previous worksheet in the workbook.
Shift+Ctrl+Page Down	Select the current and next worksheet. To cancel selection of multiple worksheets, press Ctrl+Page Down; to select a different worksheet, press Ctrl+Page Up.
Shift+Ctrl+Page Up	Select the current and previous worksheet.
Alt+O, H, R	Rename the current worksheet.
Alt+E, M	Move or copy the current worksheet.
Alt+E, L	Delete the current worksheet.