

Keys for windows and dialog boxes

In a window, to

Press

Switch to the next program	ALT+TAB
Switch to the previous program	ALT+SHIFT+TAB
Show the Windows Start menu	CTRL+ESC
Close the active workbook window	CTRL+W
Restore the active workbook window	CTRL+F5
	CTRL+F6
Switch to the previous workbook window	CTRL+SHIFT+F6
Carry out the Move command (workbook icon menu, menu bar)	CTRL+F7
Carry out the Size command (workbook icon menu, menu bar)	CTRL+F8
Minimize the workbook window to an icon	CTRL+F9
Maximize or restore the workbook window	CTRL+F10
Select a folder in the Open or Save As dialog box (File menu)	ALT+0 to select the folder list; arrow keys to select a folder
Choose a toolbar button in the Open or Save As dialog box (File menu)	ALT+ number (1 is the leftmost button, 2 is the next, and so on)
Update the files visible in the Open or Save As dialog box (File menu)	F5

In a dialog box, to

Press

Switch to the next tab in a dialog box	CTRL+TAB or CTRL+PAGE DOWN
Switch to the previous tab in a dialog box	CTRL+SHIFT+TAB or CTRL+PAGE UP
Move to the next option or option group	TAB
Move to the previous option or option group	SHIFT+TAB
Move between options in the active drop-down list box or between some options in a group of options	Arrow keys
Perform the action assigned to the active button (the button with the dotted outline), or select or clear the active check box	SPACEBAR
Move to an option in a drop-down list box	Letter key for the first letter in the option name you want (when a drop-down list box is selected)
Select an option, or select or clear a check box	ALT+ letter, where letter is the key for the underlined letter in the option name
Open the selected drop-down list box	ALT+DOWN ARROW
Close the selected drop-down list box	ESC
Perform the action assigned to the default command button in the dialog box (the button with the bold outline ¾ often the OK button)	ENTER
Cancel the command and close the dialog box	ESC

In a text box, to

Press

Move to the beginning of the entry	HOME
Move to the end of the entry	END
Move one character to the left or right	LEFT ARROW or RIGHT ARROW
Move one word to the left or right	CTRL+LEFT ARROW or CTRL+RIGHT ARROW
Select from the insertion point to the beginning of the entry	SHIFT+HOME
Select from the insertion point to the end of the entry	SHIFT+END
Select or unselect one character to the left	SHIFT+LEFT ARROW
Select or unselect one character to the right	SHIFT+RIGHT ARROW
Select or unselect one word to the left	CTRL+SHIFT+LEFT ARROW
Select or unselect one word to the right	CTRL+SHIFT+RIGHT ARROW