Chapter 4: Navigation and Selection Shortcuts

Section 1: Navigate between workbooks and worksheets efficiently

- Bottom left, right click to view all sheets in a list
- Ctrl+PgUp = go to next sheet (Number pad 9)
- Ctrl+PgDown = go to previous sheet (Number pad 3)
- Ctrl+'N' = Create new workbook (.xlsx file)
- Switching between them
    - View / Switch Windows
    - Show all open sheets
- Ctrl+Tab = switch between last viewed workbook
- Ctrl+Shift+Tab = switch between next open workbook
- Any button can be added to quick access toolbar

Section 2: Navigate within worksheets efficienly

- Ctrl+End = jump to lower right portion of the sheet (Number pad 1)
- Ctrl+Home = jump to upper left of sheet (Number pad 7)
    - Freezing rows/cols ignore the default home and go to next non-frozen cell furtherest up and left
- Double click edge of cell (any of the four) = zip to furthest non-black cell in the direction of the click
- Ctrl+Arrow-Keys = zip to furthest non-black cell in the arrow key direction
- Shift+Double-click edge of cell (any of the four) = zip to furthest non-black cell in the direction of the click
- Ctrl+Shift+Arrow-Keys = zip to furthest non-black cell in the arrow key direction
- F5 = type in the cell to go straight to that cell

Section 3: Open, close, save, and create new workbooks with keystrokes

- Ctrl+O / Ctrl+F12 = Open file
- Ctrl+W / Ctrl+F4 = Close file
- Ctrl+S / Shift+F12 = Save file
- F12 = Save As
- Ctrl+N = New file
- Alt+F4 = Close Excel and all workbooks

Section 4: Select and entire row, column, region, or worksheet

- Ctrl+'A' / Ctrl+'*' / Shift+Ctrl+'8' / Shift+Ctrl+Space = Select contiguous region
    - 8 is the asterisk key if num pad is not present/desired
- Ctrl+'A' then 'A' = Select entire sheet
    - If a table is present, hit A again to get entire sheet
- Shift+Space = highlight all cells in a row
- Ctrl+Space = highlight all cells in a column

Section 5: Select noncontiguous ranges, and visible cells only

- Alt+';' = Select visible cells only
  - Alternative GUI option is to use "Find & Select" / Go To Special / Visible Cells only
  - Hidden Columns and Rows will not show up