

Other useful shortcut keys

Key	Description
ARROW KEYS	Move one cell up, down, left, or right in a worksheet.
	CTRL+ARROW KEY moves to the edge of the current data region in a worksheet.
	SHIFT+ARROW KEY extends the selection of cells by one cell.
	CTRL+SHIFT+ARROW KEY extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell.
	LEFT ARROW or RIGHT ARROW selects the tab to the left or right when the Ribbon is selected. When a submenu is open or selected, these arrow keys switch between the main menu and the submenu. When a Ribbon tab is selected, these



keys navigate the tab buttons.

DOWN ARROW or UP ARROW selects the next or previous command when a menu or submenu is open. When a Ribbon tab is selected, these keys navigate up or down the tab group.

In a dialog box, arrow keys move between options in an open drop-down list, or between options in a group of options.

DOWN ARROW or ALT+DOWN ARROW opens a selected drop-down list.

Deletes one character to the left in the Formula Bar.

BACKSPACE Also clears the content of the active cell.

In cell editing mode, it deletes the character to the left of the insertion point.

DELETE Removes the cell contents (data and formulas) from selected cells without



affecting cell formats or comments.

In cell editing mode, it deletes the character to the right of the insertion point.

Moves to the cell in the lower-right corner of the window when SCROLL LOCK is turned on.

Also selects the last command on the menu when a menu or submenu is visible.

CTRL+END moves to the last cell on a worksheet, in the lowest used row of the rightmost used column. If the cursor is in the formula bar, CTRL+END moves the cursor to the end of the text.

END

CTRL+SHIFT+END extends the selection of cells to the last used cell on the worksheet (lower-right corner). If the cursor is in the formula bar,

CTRL+SHIFT+END selects all text in the formula bar from the cursor position to the end—this does not affect the height of the formula bar.



Completes a cell entry from the cell or the Formula Bar, and selects the cell below (by default).

In a data form, it moves to the first field in the next record.

Opens a selected menu (press F10 to activate the menu bar) or performs the action for a selected command.

ENTER

In a dialog box, it performs the action for the default command button in the dialog box (the button with the bold outline, often the **OK** button).

ALT+ENTER starts a new line in the same cell.

CTRL+ENTER fills the selected cell range with the current entry.

SHIFT+ENTER completes a cell entry and selects the cell above.

ESC

Cancels an entry in the cell or Formula Bar.



Closes an open menu or submenu, dialog box, or message window.

It also closes full screen mode when this mode has been applied, and returns to normal screen mode to display the Ribbon and status bar again.

Moves to the beginning of a row in a worksheet.

Moves to the cell in the upper-left corner of the window when **SCROLL LOCK** is turned on.

HOME Selects the first command on the menu when a menu or submenu is visible.

CTRL+HOME moves to the beginning of a worksheet.

CTRL+SHIFT+HOME extends the selection of cells to the beginning of the worksheet.

PAGE DOWN Moves one screen down in a worksheet.



ALT+PAGE DOWN moves one screen to the right in a worksheet.

CTRL+PAGE DOWN moves to the next sheet in a workbook.

CTRL+SHIFT+PAGE DOWN selects the current and next sheet in a workbook.

Moves one screen up in a worksheet.

PAGE UP

ALT+PAGE UP moves one screen to the left in a worksheet.

CTRL+PAGE UP moves to the previous sheet in a workbook.

CTRL+SHIFT+PAGE UP selects the current and previous sheet in a workbook.

In a dialog box, performs the action for the selected button, or selects or clears a check box.

SPACEBAR

CTRL+SPACEBAR selects an entire column in a worksheet.

SHIFT+SPACEBAR selects an entire row in a worksheet.



CTRL+SHIFT+SPACEBAR selects the entire worksheet.

- If the worksheet contains data, CTRL+SHIFT+SPACEBAR selects the current region. Pressing CTRL+SHIFT+SPACEBAR a second time selects the current region and its summary rows. Pressing CTRL+SHIFT+SPACEBAR a third time selects the entire worksheet.
- When an object is selected, CTRL+SHIFT+SPACEBAR selects all objects on a worksheet.

ALT+SPACEBAR displays the **Control** menu for the Microsoft Office Excel window.

Moves one cell to the right in a worksheet.

TAB

Moves between unlocked cells in a protected worksheet.

Moves to the next option or option group in a dialog box.



SHIFT+TAB moves to the previous cell in a worksheet or the previous option in a dialog box.

CTRL+TAB switches to the next tab in dialog box.

CTRL+SHIFT+TAB switches to the previous tab in a dialog box.