

Excel Keyboard Shortcuts

Keyboard shortcuts for using the Help task pane and Help window

The Help Pane is a task pane that provides access to all Office Help content. As a task pane, the Help Pane appears as part of the active application. The Help window displays topics and other Help content and appears as a window next to, but separate from, the active application.

In the Help task pane:

F1	Display the Help task pane.
F6	Switch between the Help task pane and the active application.
TAB	Select the next item in the Help task pane.
SHIFT+TAB	Select the previous item in the Help task pane.
ENTER	Perform the action for the selected item.
DOWN ARROW and UP ARROW	In a Table of Contents, select the next and previous item, respectively.
RIGHT ARROW and LEFT ARROW	In a Table of Contents, expand and collapse the selected item, respectively.
ALT+LEFT ARROW	Move back to the previous task Pane.
ALT+RIGHT ARROW	Move forward to the next task Pane.
CTRL+SPACEBAR	Open the menu of Pane options.
CTRL+F1	Close and reopen the current task pane.
RIGHT ARROW	Expand a +/- list.
LEFT ARROW	Collapse a +/- list.

In the Help window:

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 site article
ENTER	Perform the action for the selected Show All , Hide All , hidden text, or hyperlink
ALT+LEFT ARROW	Move back to the previous Help topic.
ALT+RIGHT ARROW	Move forward to the next Help topic.
CTRL+P	Print the current Help topic.
UP ARROW AND DOWN ARROW	Scroll small amounts up and down, respectively, within the currently-displayed Help topic.
PAGE UP AND PAGE DOWN	Scroll larger amounts up and down, respectively, within the currently-displayed Help topic.
ALT+U	Change whether the Help window appears connected to (tiled) or separate from (untiled) the active application.
SHIFT+F10	Display a menu of commands for the Help window; requires that the Help window have active focus (click an item in the Help window).

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 **Microsoft Office Online** 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.

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 \(toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, click **Customize** on the **Tools** menu, and then click the **Toolbars** tab.\)](#) 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+SPACEBAR

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 \(toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, click **Customize** on the **Tools** menu, and then click the **Toolbars** tab.\)](#) 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 \(path: The route that the operating system uses to locate a folder or file; for example, C:\House finances\March.doc.\)](#) 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+/ CTRL+SHIFT+O (the letter O)	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+\	Select all cells that contain comments.
CTRL+SHIFT+	In a selected row, select the cells that don't match the value in the active cell.
CTRL+[(opening bracket)	In a selected column, select the cells that don't match the value in the active cell.
CTRL+SHIFT+{ (opening brace)	Select all cells directly referenced by formulas in the selection.
CTRL+] (closing bracket)	Select all cells directly or indirectly referenced by formulas in the selection.
CTRL+SHIFT+} (closing brace)	Select cells that contain formulas that directly reference the active cell.
ALT+; (semicolon)	Select cells that contain formulas that directly or indirectly reference the active cell.
	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, a Web page on the World Wide Web, or a Web page on an intranet. Hyperlinks can also go to newsgroups and to Gopher, Telnet, and FTP sites.) .
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 range.
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)

F2

BACKSPACE

ENTER

CTRL+SHIFT+ENTER

ESC

SHIFT+F3

CTRL+A

CTRL+SHIFT+A

F3

ALT+= (equal sign)

CTRL+SHIFT+" (quotation mark)

CTRL+' (apostrophe)

CTRL+` (single left quotation mark)

F9

SHIFT+F9

CTRL+ALT+F9

CTRL+ALT+SHIFT+F9

Start a formula.

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

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

Complete a cell entry from the cell or Formula Bar.

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

Cancel an entry in the cell or Formula Bar.

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

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

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

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.

Insert an AutoSum formula with the SUM function.

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

Copies a formula from the cell above the active cell into the cell or the Formula Bar.

Alternate between displaying cell values and displaying formulas.

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.

Calculate the active worksheet.

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

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 ranges

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 ranges (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 range 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 range.
DOWN ARROW	Selects the next item in the range.
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.
4. If an object is grouped, TAB selects the group, then each object within the group, and then the next object.
5. 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.